NEW

The Mac Beginners' Guide

Your essential guide to the Mac, MacBook and macOS Big Sur

For MacBook, Mac mini & iMac

Essential
app guides for
macOS Big Sur

Expert
step-by-step
tutorials & tips

Discover
new functionality
and uses

100% INDEPENDENT

VISIT…

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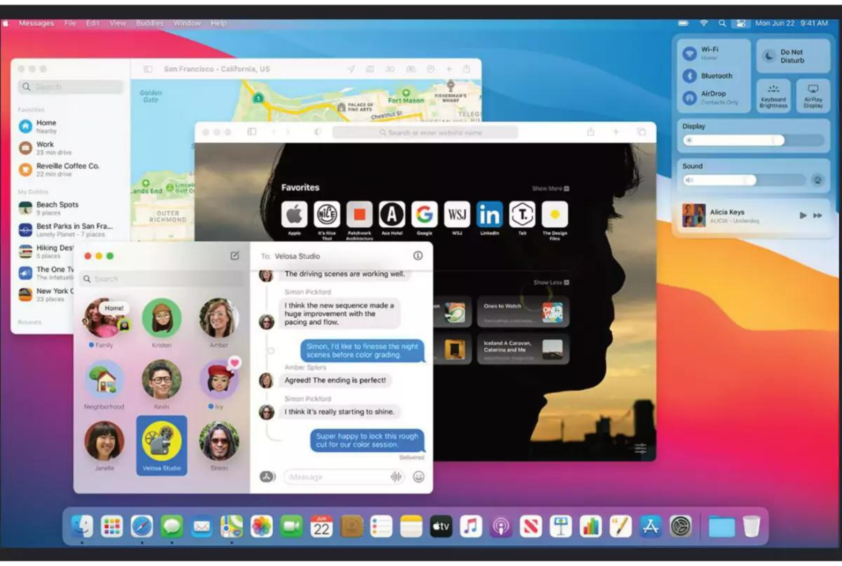
The Mac Beginners' Guide



The driving scenes are working well.

Simon Pickford

I think the new sequence made a huge improvement with the pacing and flow.

Simon, I'd like to finesse the night scenes before color grading.

Amber Spiers

Agreed! The ending is perfect!

Simon Pickford

I think it's really starting to shine.

Super happy to lock this rough cut for our color session.

Delivered

Learn more about your Mac and Big Sur!

Whether you're new to computers in general or have switched to Macs from Windows PCs, this guidebook is for you. Over the next 132 pages, our in-depth tutorials and plain-English guides get to the heart of your new Apple desktop or laptop, its macOS Big Sur operating system and its in-built apps and features. It's fully illustrated, so our guides are easy to follow, and as well as bringing you the bare-bones basics, we also show you some of the more advanced features of your Mac, macOS and its apps.

Can You Run macOS Big Sur?

Older Macs cannot be updated to the new operating system, so if you want to upgrade your Mac to macOS Catalina, it must be one of the following models:

MacBook	Early 2015 or newer	iMac	Late 2012 or newer
MacBook Air	Mid 2012 or newer	iMac Pro	2017 or newer
MacBook Pro	Mid 2012 or newer	Mac Pro	2013 or newer
		Mac mini	Late 2012 or newer

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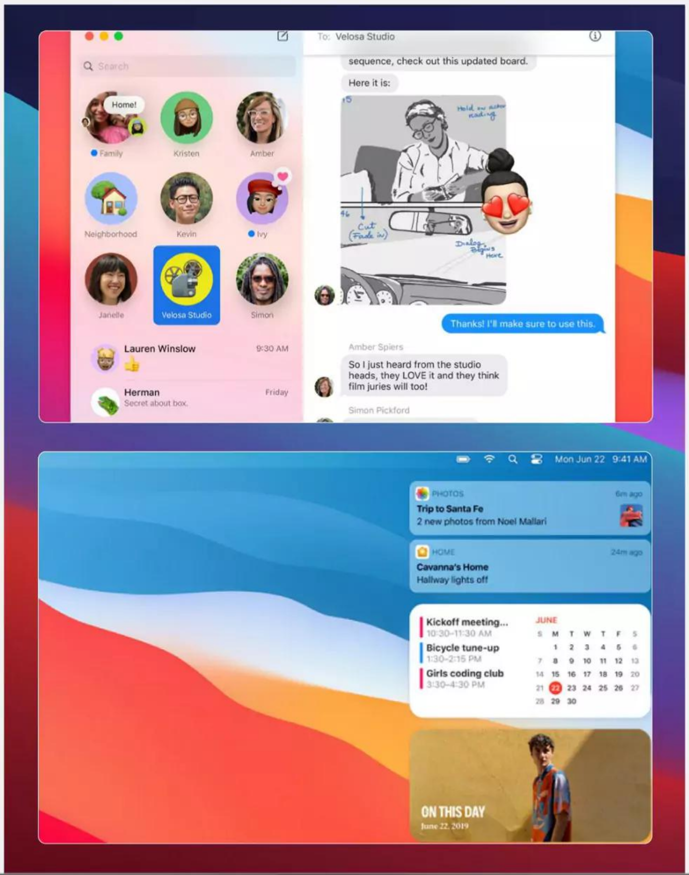
To: Velosa Studio
Home!
Family
Kristen
Amber
Neighborhood
Kevin
Ivy
Janelle
Velosa Studio
Simon
Lauren Winslow
Herman
Secret about box.
sequence, check out this updated board.
Here it is:
Thanks! I'll make sure to use this.
Amber Spiers
So I just heard from the studio heads, they LOVE it and they think film juries will too!
Simon Pickford
Mon Jun 22 9:41 AM
PHOTOS
Trip to Santa Fe
2 new photos from Noel Mallari
HOME
Cavanna's Home
Hallway lights off
Kickoff meeting...
Bicycle tune-up
Girls coding club
JUNE
ON THIS DAY
June 22, 2019

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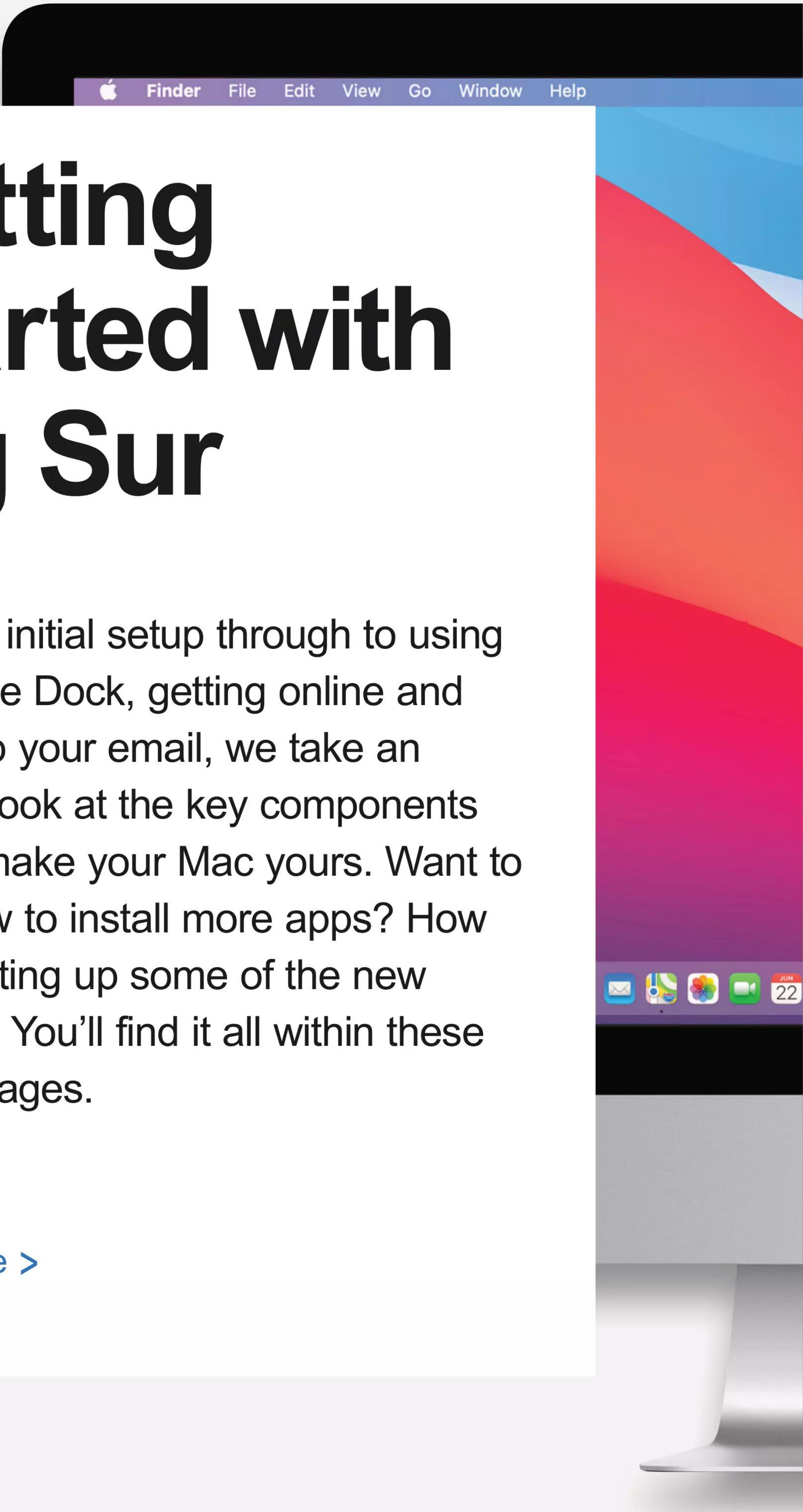
Getting Started with Big Sur

From the initial setup through to using Finder, the Dock, getting online and setting up your email, we take an in-depth look at the key components that will make your Mac yours. Want to know how to install more apps? How about setting up some of the new Widgets? You'll find it all within these coming pages.

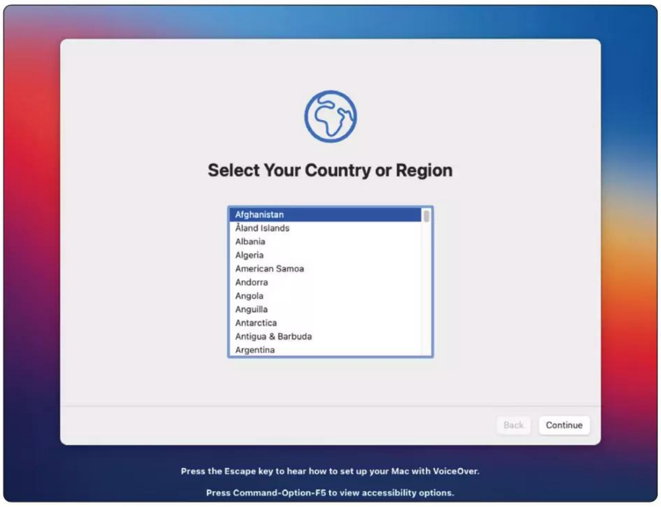
Learn more >


Finder
File
Edit
View
Go
Window
Help
JUN
22

Black Dog Media Ltd
Wed 11:11

Set Up Your Mac For the First Time

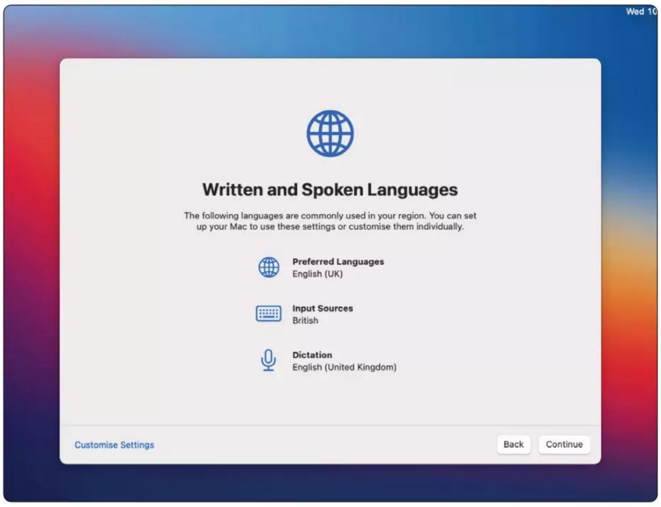
If you have a new Mac but have not yet set it up, follow this guide. It's nothing to be afraid of; follow the guide and the on-screen instructions, and step by step, you get to set your Mac's language, take it onto the Internet with your local Wi-Fi network, sign in with your all-important Apple ID and more.


Select Your Country or Region

Press the Escape key to hear how to set up your Mac with VoiceOver.

Press Command-Option-F5 to view accessibility options.
Afghanistan
Åland Islands
Albania
Algeria
American Samoa
Andorra
Angola
Anguilla
Antarctica
Antigua & Barbuda
Argentina
Back
Continue

1 Your first step is to choose your territory, that is, where you live and will be using your Mac. You can scroll the list of countries up and down to find your own, or start to type it to get there quicker. Click your country to highlight your choice, then click Continue.


Written and Spoken Languages

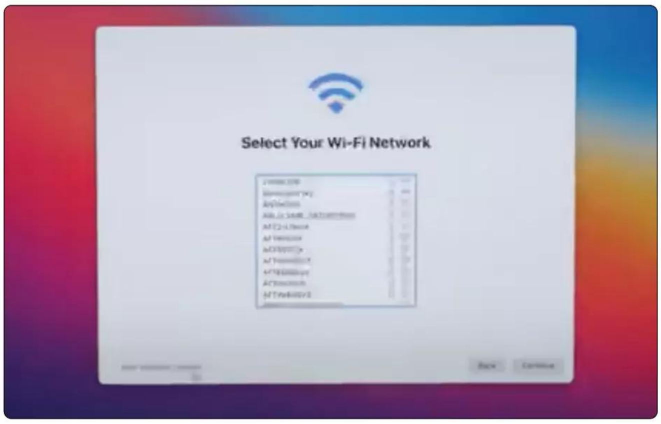
The following languages are commonly used in your region. You can set up your Mac to use these settings or customise them individually.

Preferred Languages
English (UK)

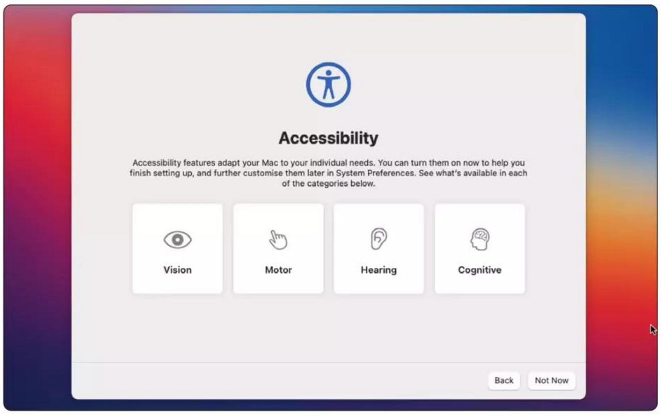
Input Sources
British

Dictation
English (United Kingdom)
Wed 10
Customise Settings
Back
Continue

2 Now select your language and input source. The default ones for your chosen territory are offered, but if you want to change them, click Customise Settings and set the language your Mac uses and the keyboard layout to suit your needs.

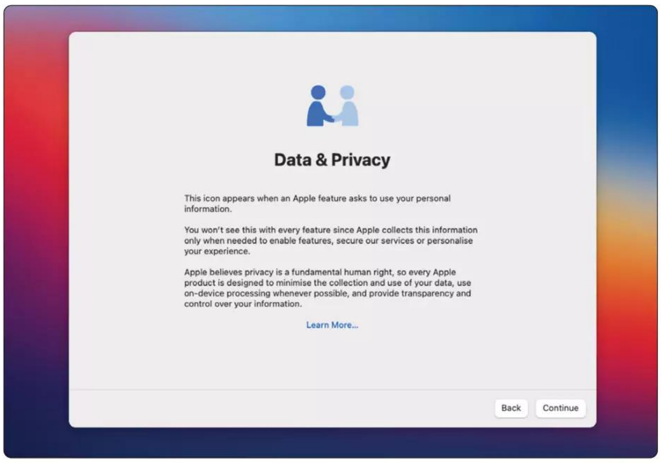

Select Your Wi-Fi Network

3 Now choose your Wi-Fi network. Scroll up and down the list until you find your router's SSID (service set identifier) and click on it. Enter the password in the field provided and move on. The router's SSID and its password should be supplied with the router.


Accessibility

Accessibility features adapt your Mac to your individual needs. You can turn them on now to help you finish setting up, and further customise them later in System Preferences. See what's available in each of the categories below.
Vision
Motor
Hearing
Cognitive
Back
Not Now

4 If you have a disability that makes it harder to use a computer, the Mac's Accessibility tools could be of interest. If you want to set up your Accessibility settings now, click one of the buttons. If not, click Not Now – you can do it later in Settings.



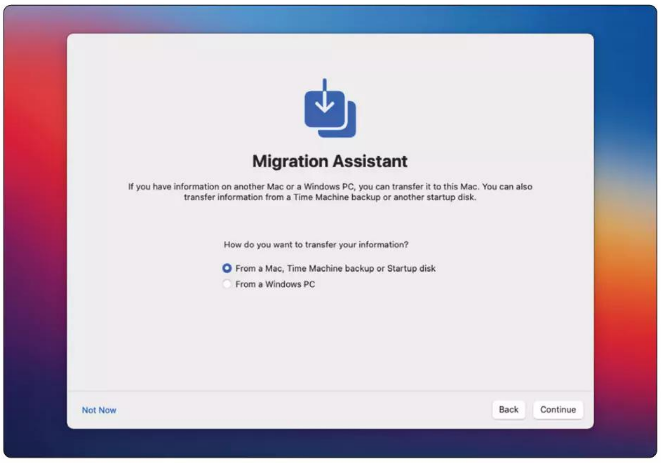
Data & Privacy

This icon appears when an Apple feature asks to use your personal information.

You won't see this with every feature since Apple collects this information only when needed to enable features, secure our services or personalise your experience.

Apple believes privacy is a fundamental human right, so every Apple product is designed to minimise the collection and use of your data, use on-device processing whenever possible, and provide transparency and control over your information.

5 Next comes the Data & Privacy screen. You're shown an icon that appears when an Apple feature collects information, and needs your permission. There's nothing you need to do on this screen, just read it for reference and move on once more.



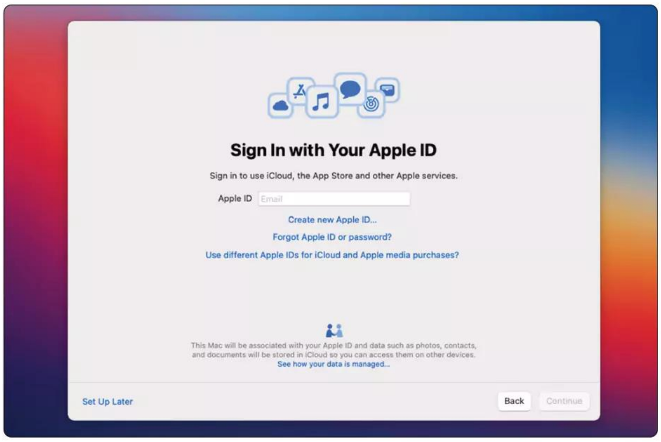
Migration Assistant

If you have information on another Mac or a Windows PC, you can transfer it to this Mac. You can also transfer information from a Time Machine backup or another startup disk.

How do you want to transfer your information?

● From a Mac, Time Machine backup or Startup disk
○ From a Windows PC

6 You're invited to transfer information from a Mac or Time Machine backup, a Windows PC or not at all. To transfer data from your old computer, choose the correct option and follow the on screen instructions. Otherwise, choose the last option to start afresh.



Sign In with Your Apple ID

Sign in to use iCloud, the App Store and other Apple services.

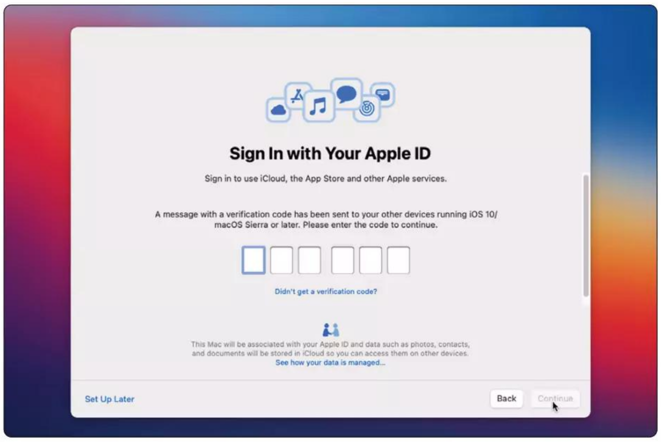
Apple ID: Email

Create new Apple ID...
Forgot Apple ID or password?
Use different Apple IDs for iCloud and Apple media purchases?

This Mac will be associated with your Apple ID and data such as photos, contacts, and documents will be stored in iCloud so you can access them on other devices.

See how your data is managed...
Set Up Later
Back
Continue

7 Now it's time to sign in with your Apple ID. If you already have an Apple ID, sign in now with your password. If you don't, click the Create New Apple ID link and follow the on-screen instructions. There's also a link for if you've forgotten your Apple ID.



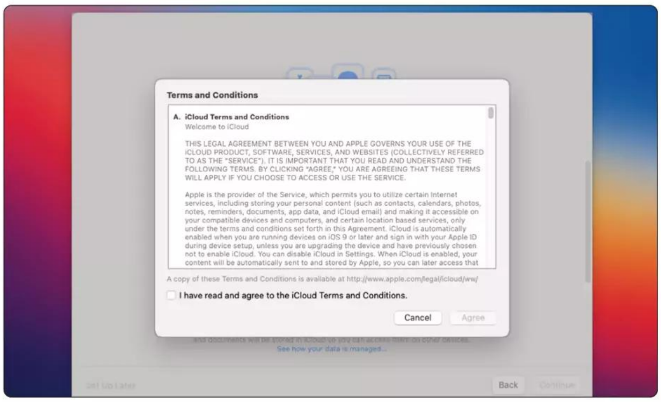
Sign In with Your Apple ID

Sign in to use iCloud, the App Store and other Apple services.

A message with a verification code has been sent to your other devices running iOS 10/macOS Sierra or later. Please enter the code to continue.

This Mac will be associated with your Apple ID and data such as photos, contacts, and documents will be stored in iCloud so you can access them on other devices.

8 If you already have an Apple device, a pop-up window appears asking you to allow the new log-in. Do so, and a six-figure number is sent, which you must type now. If it doesn't arrive, click the link under the number fields and follow the instructions. Otherwise, type the numbers and proceed.



Terms and Conditions

A. iCloud Terms and Conditions
Welcome to iCloud

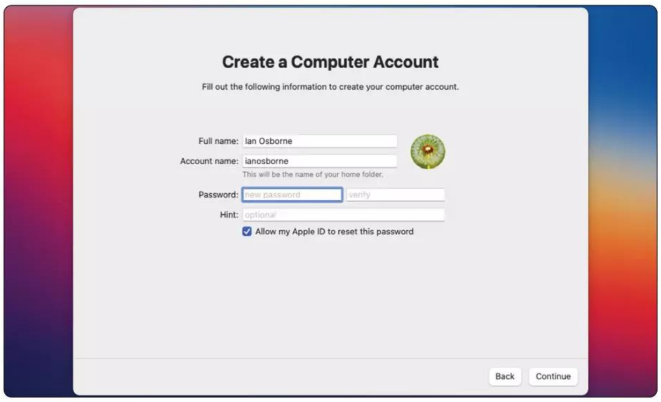
THIS LEGAL AGREEMENT BETWEEN YOU AND APPLE GOVERNS YOUR USE OF THE ICLOUD PRODUCT, SOFTWARE, SERVICES, AND WEBSITES (COLLECTIVELY REFERRED TO AS THE "SERVICE"). IT IS IMPORTANT THAT YOU READ AND UNDERSTAND THE FOLLOWING TERMS. BY CLICKING "AGREE," YOU ARE AGREEING THAT THESE TERMS WILL APPLY IF YOU CHOOSE TO ACCESS OR USE THE SERVICE.

Apple is the provider of the Service, which permits you to utilize certain Internet services, including storing your personal content (such as contacts, calendars, photos, notes, reminders, documents, app data, and iCloud email) and making it accessible on your compatible devices and computers, and certain location based services, only under the terms and conditions set forth in this Agreement. iCloud is automatically enabled when you are running devices on iOS 9 or later and sign in with your Apple ID during device setup, unless you are upgrading the device and have previously chosen not to enable iCloud. You can disable iCloud in Settings. When iCloud is enabled, your content will be automatically sent to and stored by Apple, so you can later access that

A copy of these Terms and Conditions is available at http://www.apple.com/legal/icloud/ww/

☐ I have read and agree to the iCloud Terms and Conditions.

9 You're shown a screen of Terms and Conditions, which you can read by scrolling if you wish. When you're ready, click the checkbox labelled 'I have read and agreed to the iCloud terms and conditions', then click the Agree button in the bottom-right.

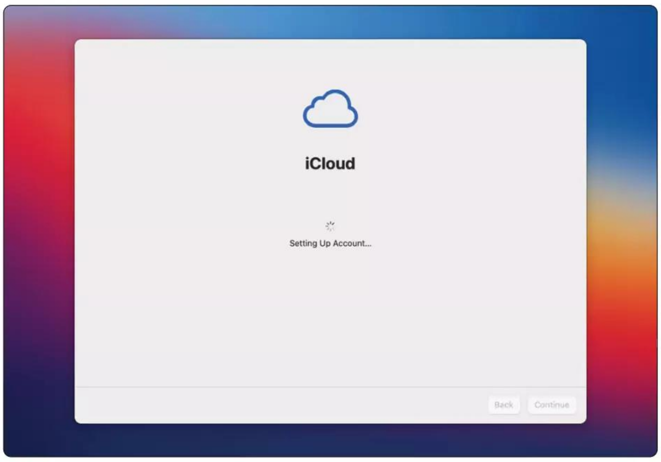


Create a Computer Account

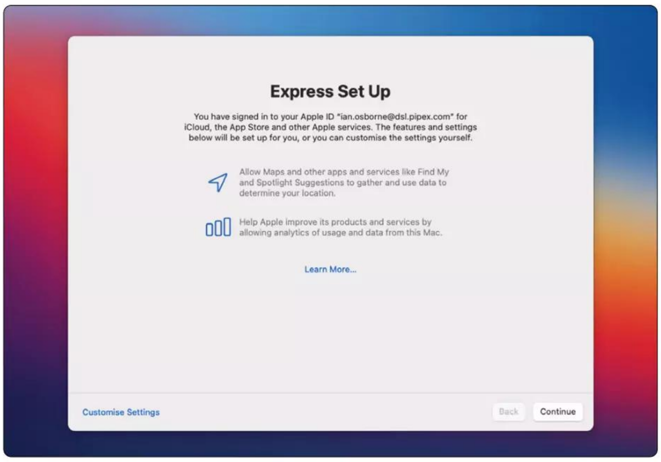
Fill out the following information to create your computer account.

Full name: Ian Osborne
Account name: ianosborne
This will be the name of your home folder.
Password: new password | verify
Hint: optional
☑ Allow my Apple ID to reset this password

10 Your account name is based on your Apple ID name but your password, which unlocks the computer, should be chosen now. Choose something you can remember and enter a hint in case you forget. Click the small picture to choose a different one, or take a photo using the Mac's camera.


iCloud
Setting Up Account…
Back
Continue

11 The Mac now sets up your iCloud account on your computer. This is the screen you see while it's working things out. You don't have to do anything; just sit and wait. It takes a few minutes, so don't assume it's stuck and try to interrupt or restart it.


Express Set Up

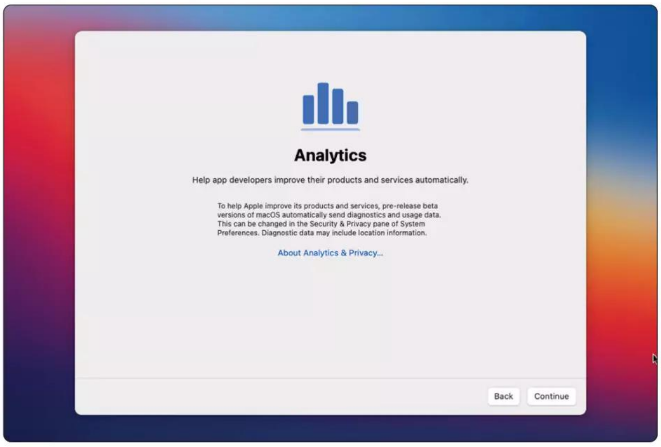
You have signed in to your Apple ID "ian.osborne@dsl.pipex.com" for iCloud, the App Store and other Apple services. The features and settings below will be set up for you, or you can customise the settings yourself.

Allow Maps and other apps and services like Find My and Spotlight Suggestions to gather and use data to determine your location.

Help Apple improve its products and services by allowing analytics of usage and data from this Mac.

Learn More…
Customise Settings
Back
Continue

12 On the Express Setup screen, you can set up your Mac quickly, by allowing predetermined settings to take effect, for things like Siri and Maps. You can customise these settings by clicking the link; we suggest you just click Continue instead.

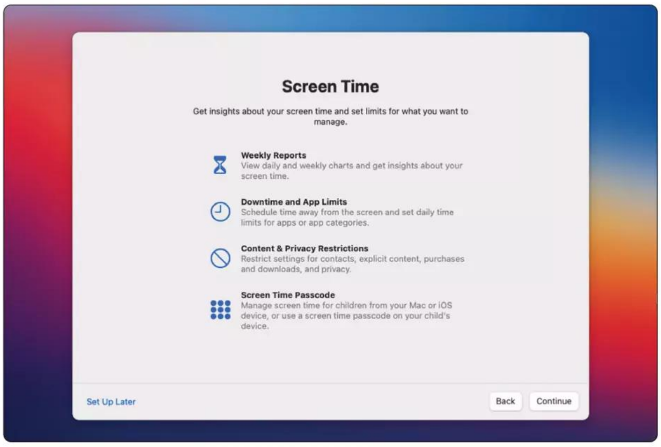

Analytics

Help app developers improve their products and services automatically.

To help Apple improve its products and services, pre-release beta versions of macOS automatically send diagnostics and usage data. This can be changed in the Security & Privacy pane of System Preferences. Diagnostic data may include location information.

About Analytics & Privacy…
Back
Continue

13 You can now choose whether you allow analytic information to be sent to Apple and/or third-party software developers so they can improve their products. If you're concerned about privacy, you can decline, but it's helpful if you agree to share.


Screen Time

Get insights about your screen time and set limits for what you want to manage.

Weekly Reports
View daily and weekly charts and get insights about your screen time.

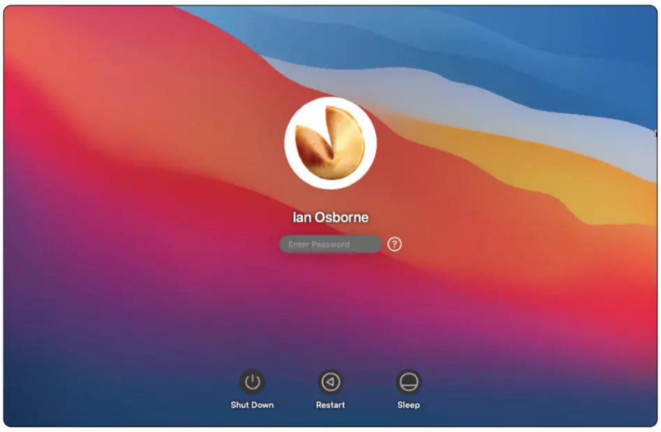
Downtime and App Limits
Schedule time away from the screen and set daily time limits for apps or app categories.

Content & Privacy Restrictions
Restrict settings for contacts, explicit content, purchases and downloads, and privacy.

Screen Time Passcode
Manage screen time for children from your Mac or iOS device, or use a screen time passcode on your child's device.

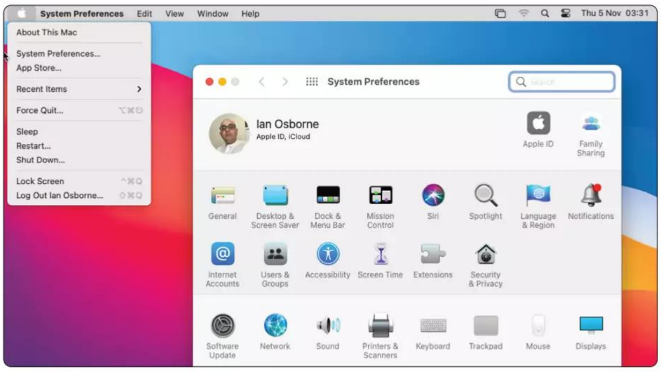
Set Up Later
Back
Continue

14 You now decide whether or not you want to set up Screen Time. Click Continue to have Screen Time give you updates on how you're using your Mac, or the Set Up Later link at the top to leave it be for now. You can activate it later in System Preferences.

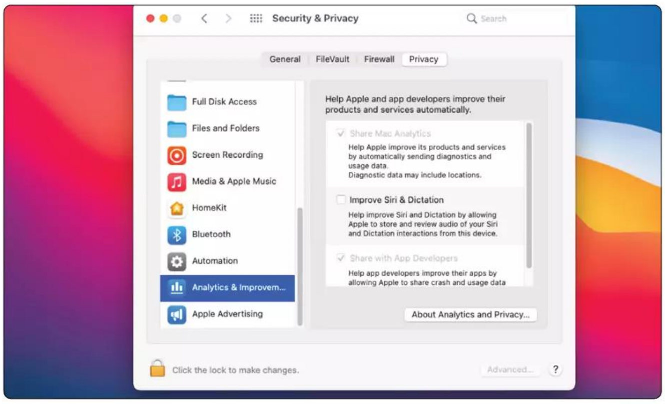

Ian Osborne
Enter Password
Shut Down
Restart
Sleep

15 Your Mac then sets up, and launches into the lock screen. Type the password you set up earlier, and your Mac and Big Sur are ready to use. Congratulations, you've successfully set up your Mac. We hope you enjoy using it.

Changing Options After Setup


System Preferences
Edit
View
Window
Help
Thu 5 Nov 03:31
About This Mac
System Preferences…
App Store…
Recent Items
Force Quit…
Sleep
Restart…
Shut Down…
Lock Screen
Log Out Ian Osborne…
System Preferences
Ian Osborne
Apple ID, iCloud
Apple ID
Family Sharing
General
Desktop & Screen Saver
Dock & Menu Bar
Mission Control
Siri
Spotlight
Language & Region
Notifications
Internet Accounts
Users & Groups
Accessibility
Screen Time
Extensions
Security & Privacy
Software Update
Network
Sound
Printers & Scanners
Keyboard
Trackpad
Mouse
Displays

16 You can change some of the choices you made during setup by going into the System Preferences; you can find it in the Apple menu, in the top-left corner of the screen. There's a number of settings you can change in this way.


Security & Privacy
Search
General
FileVault
Firewall
Privacy
Full Disk Access
Files and Folders
Screen Recording
Media & Apple Music
HomeKit
Bluetooth
Automation
Analytics & Improvem...
Apple Advertising
About Analytics and Privacy...
Advanced...
?

Help Apple and app developers improve their products and services automatically.

☑ Share Mac Analytics

Help Apple improve its products and services by automatically sending diagnostics and usage data. Diagnostic data may include locations.

☐ Improve Siri & Dictation

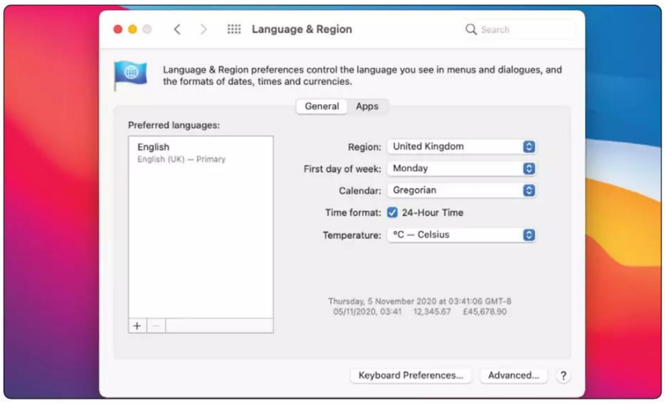
Help improve Siri and Dictation by allowing Apple to store and review audio of your Siri and Dictation interactions from this device.

☑ Share with App Developers

Help app developers improve their apps by allowing Apple to share crash and usage data

Click the lock to make changes.

17 If you want to change your mind about the Analytics option, you can find this in the Security & Privacy pane. Click the Privacy tab and select Analytics & Improvements in the left-hand sidebar to access and if necessary, change your options.


Language & Region
Search
General
Apps
+
−
Keyboard Preferences...
Advanced...
?

Language & Region preferences control the language you see in menus and dialogues, and the formats of dates, times and currencies.

Preferred languages:
English
English (UK) — Primary

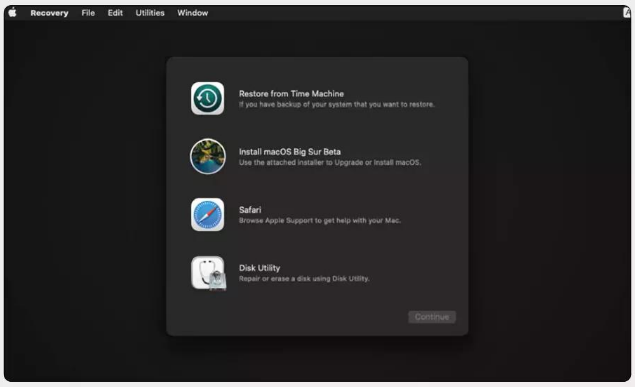
Region: United Kingdom
First day of week: Monday
Calendar: Gregorian
Time format: ☑ 24-Hour Time
Temperature: °C — Celsius

Thursday, 5 November 2020 at 03:41:06 GMT-8
05/11/2020, 03:41 12,345.67 £45,678.90

18 In the Language & Region pane, you can add secondary languages, or even change your primary one. The Accessibility pane is useful for those with a disability, and the General pane lets you change your Mac's appearance and more.

Reset to Factory Conditions.

If you acquired your Mac second hand, you might want to wipe it clean and start again. Just follow this guide.


Recovery
File
Edit
Utilities
Window
Continue

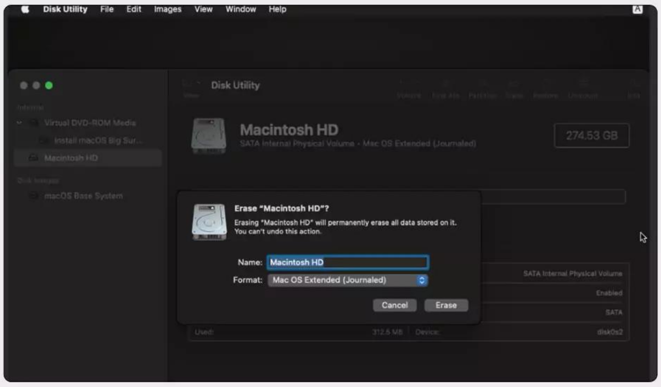
Restore from Time Machine
If you have backup of your system that you want to restore.

Install macOS Big Sur Beta
Use the attached installer to Upgrade or install macOS.

Safari
Browse Apple Support to get help with your Mac.

Disk Utility
Repair or erase a disk using Disk Utility.

First, restart your Mac whilst holding down CMD and R; keep them held until you see the Apple logo, then let go of the keys. The Mac continues to boot, but instead of the regular desktop, a window appears showing four options as seen here.

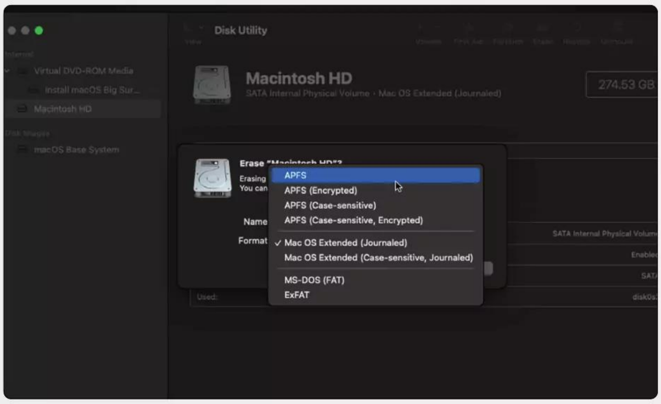

Disk Utility
File
Edit
Images
View
Window
Help
Disk Utility
Virtual DVD-ROM Media
Install macOS Big Sur...
Macintosh HD
macOS Base System
Cancel
Erase

Macintosh HD
SATA Internal Physical Volume · Mac OS Extended (Journaled)
274.53 GB

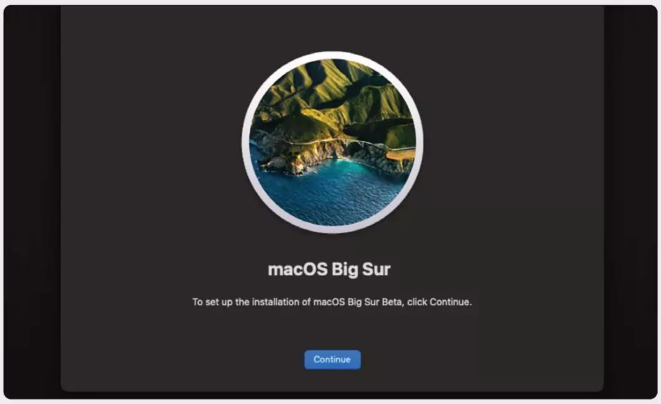
Erase "Macintosh HD"?
Erasing "Macintosh HD" will permanently erase all data stored on it. You can't undo this action.

Name: Macintosh HD
Format: Mac OS Extended (Journaled)

From the window, select Disk Utility (the bottom of the four options) and click Continue. Select your startup disk (called Macintosh HD by default) and in the toolbar at the top of the Disk Utilities window, click the Erase icon to wipe it clean.


Disk Utility
Virtual DVD-ROM Media
Install macOS Big Sur...
Macintosh HD
macOS Base System
Macintosh HD
274.53 GB
Name
Format
APFS
APFS (Encrypted)
APFS (Case-sensitive)
APFS (Case-sensitive, Encrypted)
✓ Mac OS Extended (Journaled)
Mac OS Extended (Case-sensitive, Journaled)
MS-DOS (FAT)
ExFAT

On the next screen, the Format pull-down menu should read APFS if it's available or Mac OS Extended (Journaled) if it isn't. Select the appropriate option and click Erase to wipe your boot drive. When it's finished, click Done, then quit Disk Utility (CMD-Q).



macOS Big Sur

To set up the installation of macOS Big Sur Beta, click Continue.

Now choose to install macOS and continue. When invited to install the operating system, do so; you might have to click on the Wi-Fi icon in the menu bar and rejoin your wireless network. Agree to T&Cs, select your main drive and click Install to start afresh.

Welcome to the Desktop

The desktop is at the heart of your Mac. Everything you do takes place on the desktop, including opening apps, interacting with files and folders and using the Dock. Here we show you how to use your desktop, app and folder windows, the top bar menu, menulets, Trash and other key desktop features.

1 **Command Centre** – The Command Centre is where you can access Bluetooth, Wi-Fi settings, display brightness, volume, keyboard brightness, Screen Mirroring and much more.

2 **Apple Menu** – From the Apple menu you can log out, shut down, restart or put the computer into sleep mode, get comprehensive information on the computer's hardware and software, access the System and Dock preferences and open items you've recently closed.

3 **Desktop Wallpaper** – Why have a plain background when you can spruce it up with your favourite photo? If you're bored with the same one day after day, set it to change regularly. You can even use your own photos as wallpaper.

4 **Folder Icons** – In macOS, folders work just like their real-world counterparts. You can use them to store files, data and other folders. You can call them anything you like.

5 **Finder Window** – The Finder utility is the central point for navigation and file manipulation. Browse and navigate applications, documents, external drives and even access other computers, as long as they're connected to the same network (cabled or wireless).

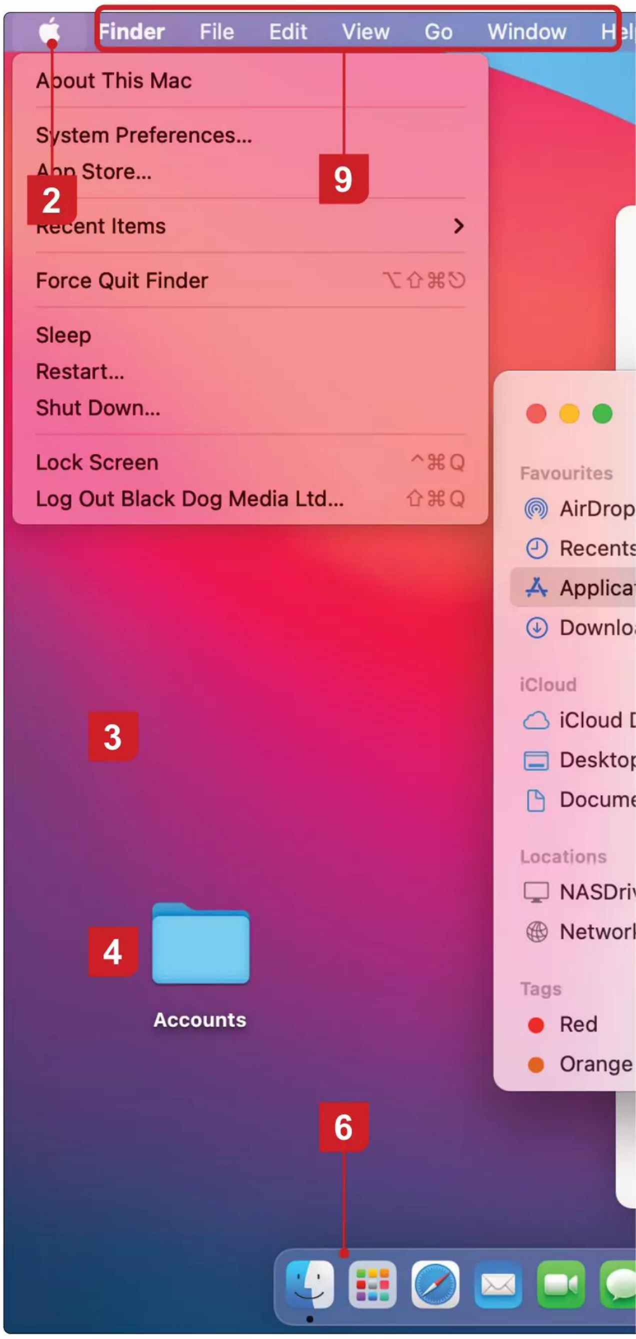
6 **Dock** – The Dock offers quick and easy access to your favourite applications, documents, folders and even the Trash can. It's easily edited and customised to make the most of the way you work. Apps you currently have open are always shown in the Dock.

7 **Dock Folder** – You can also put folders in the Dock, as shown here. The folder can then be accessed like a Dock app.

8 **Open Application Window** – Application windows come in all shapes, sizes and designs. Your Mac's applications can be launched from the Launchpad, the Dock, from Spotlight or using the Finder.

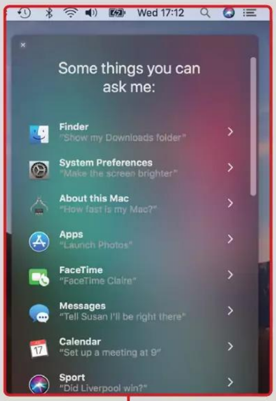
9 **System and Application Menu** – The menu bar running along the top of the desktop is where you'll get important information and access to the system and current application's settings. Open different application windows and the Menu will automatically change to display the app in question.

10 **The Trash** – To delete a file, folder or application, drag it into here, then right-click on it and choose 'Empty Trash' from the menu.


Finder
File
Edit
View
Go
Window
Hel
About This Mac
System Preferences...
App Store...
Recent Items
Force Quit Finder ⌥⇧⌘⎋
Sleep
Restart...
Shut Down...
Lock Screen ^⌘Q
Log Out Black Dog Media Ltd... ⇧⌘Q
Favourites
AirDrop
Recents
Applica
Downlo
iCloud
iCloud D
Desktop
Docume
Locations
NASDriv
Network
Tags
Red
Orange
Accounts
2
9
3
4
6

Siri.

Siri is Apple's personal digital assistant and you can use it on your Mac. Just click on this icon and a Siri window opens. See the Siri tutorial for more information on how to use this feature.



Some things you can ask me:

Finder
"Show my Downloads folder"

System Preferences
"Make the screen brighter"

About this Mac
"How fast is my Mac?"

Apps
"Launch Photos"

FaceTime
"FaceTime Claire"

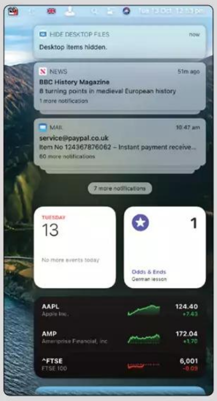
Messages
"Tell Susan I'll be right there"

Calendar
"Set up a meeting at 9"

Sport
"Did Liverpool win?"

Date, Time, Notifications & Widgets.

Click on the time here and to open the Notifications and Widgets sidebar. If you go into System Preferences > Dock & Menu Bar and click the Clock option in the sidebar, you can set how the date and time are displayed here.


HIDE DESKTOP FILES
now
NEWS
51m ago
MAIL
10:47 am
7 more notifications
TUESDAY
13
1
AAPL
Apple Inc.
124.40
+7.43
AMP
Ameriprise Financial, Inc
172.04
+1.70
^FTSE
FTSE 100
6,001
-0.09

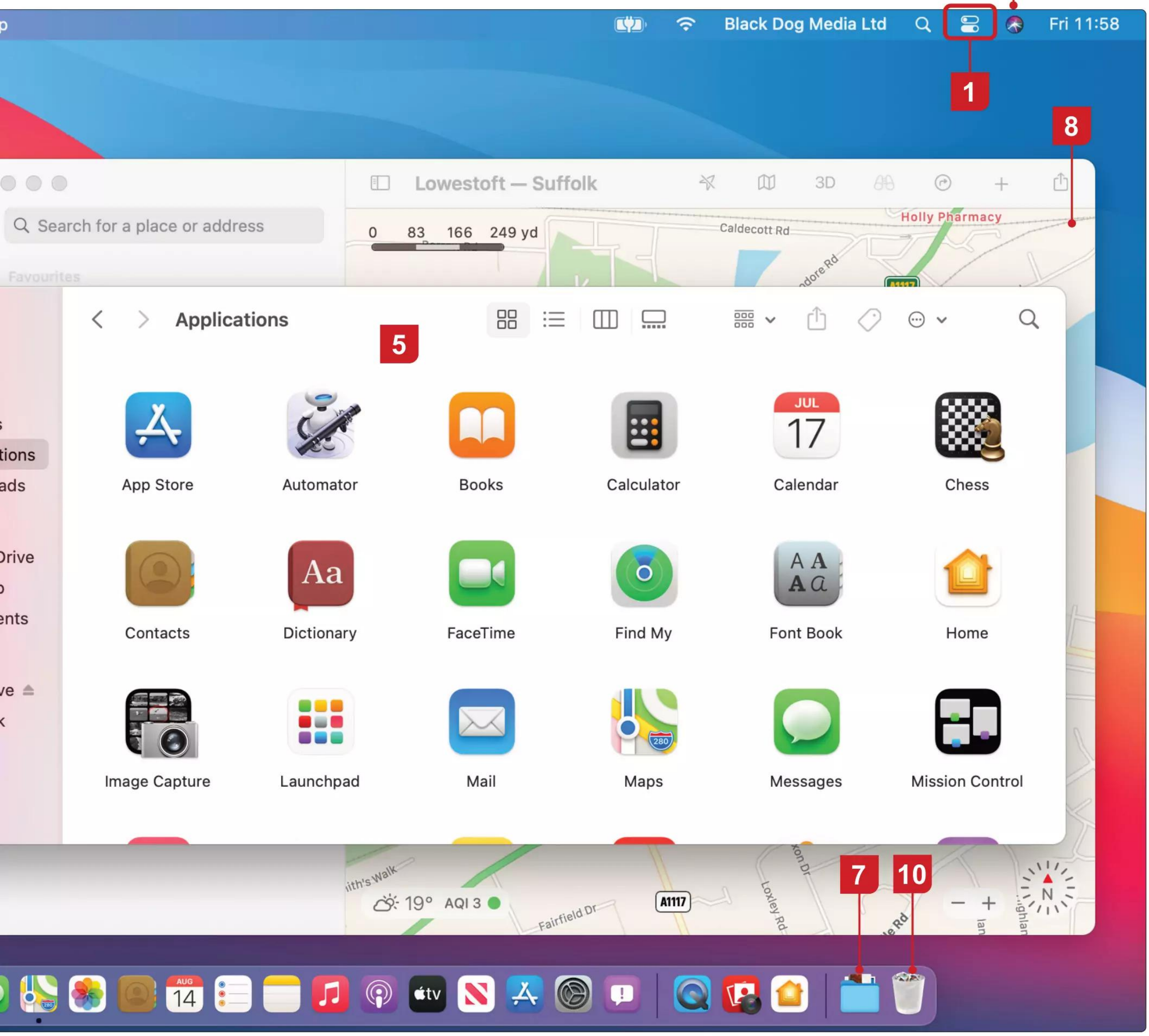
Desktop items hidden.

BBC History Magazine
8 turning points in medieval European history
1 more notification

service@paypal.co.uk
Item No 124367876062 – Instant payment receive...
60 more notifications

No more events today

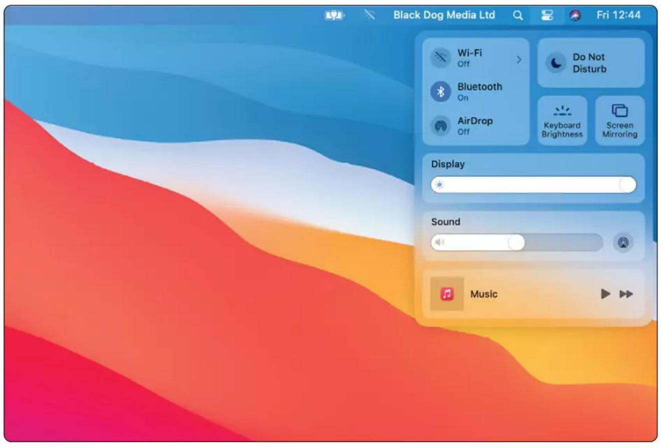
Odds & Ends
German lesson


Black Dog Media Ltd
Fri 11:58
1
8
Lowestoft — Suffolk
3D
Search for a place or address
Favourites
0 83 166 249 yd
Caldecott Rd
Holly Pharmacy
A1117
Applications
5
App Store
Automator
Books
Calculator
JUL
17
Calendar
Chess
Contacts
Dictionary
FaceTime
Find My
Font Book
Home
Image Capture
Launchpad
Mail
Maps
Messages
Mission Control
tions
ads
Drive
ents
19°
AQI 3
Fairfield Dr
A1117
Loxley Rd
7
10
N
AUG
14

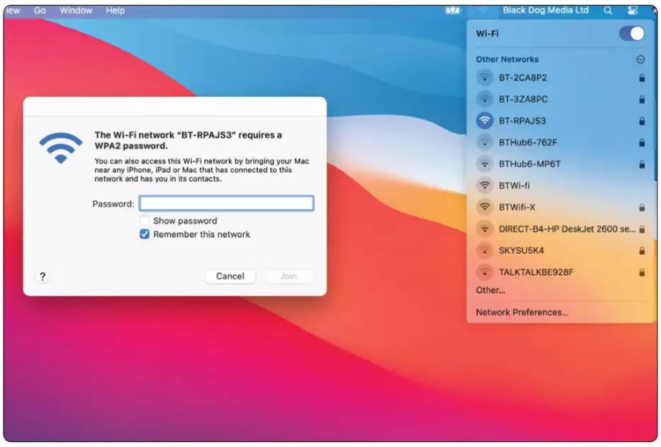
Getting Online With Wi-Fi or Ethernet

As is the case with any modern operating system, access to the Internet is a vital component for upgrading and getting hold of new apps that will help you get the most from your Mac. Getting online in Big Sur is remarkably easy and here's how to do it both wirelessly and with a cabled connection.

Connected Mac


Black Dog Media Ltd
Fri 12:44
Wi-Fi
Off
Do Not Disturb
Bluetooth
On
AirDrop
Off
Keyboard Brightness
Screen Mirroring
Display
Sound
Music

1 Make sure that your Mac is within range of your wireless router's Wi-Fi signal, then click on the Command Centre icon in the upper-right of the desktop (next to Siri). If the Wi-Fi is indicating it's off, click the icon to switch it on.


iew
Go
Window
Help
Black Dog Media Ltd
Wi-Fi
Other Networks
BT-2CA8P2
BT-3ZA8PC
BT-RPAJS3
BTHub6-762F
BTHub6-MP6T
BTWi-fi
BTWifi-X
DIRECT-B4-HP DeskJet 2600 se...
SKYSU5K4
TALKTALKBE928F
Other...
Network Preferences...
?
Cancel
Join

The Wi-Fi network "BT-RPAJS3" requires a WPA2 password.

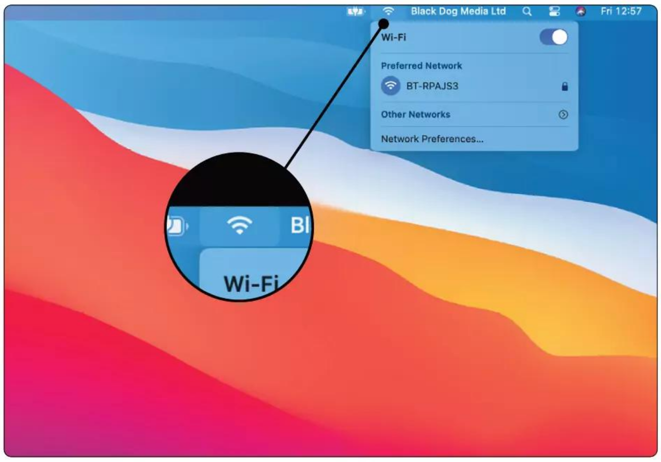
You can also access this Wi-Fi network by bringing your Mac near any iPhone, iPad or Mac that has connected to this network and has you in its contacts.

Password:

☐ Show password

☑ Remember this network

2 Within the Wi-Fi icon you'll see the option for Other Networks, click this to list the currently scanned and available Wi-Fi networks. Click your Wi-Fi network and enter your access password. Consult your router/ISP for the Wi-Fi password.


Black Dog Media Ltd
Fri 12:57
Wi-Fi
Preferred Network
BT-RPAJS3
Other Networks
Network Preferences...
Bl
Wi-Fi

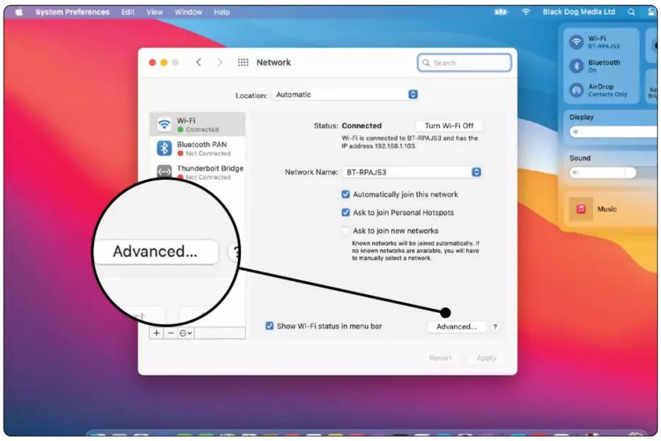
3 Ensure that the Remember this network option is ticked, so you don't have to keep entering the password every time you boot your Mac. When the Wi-Fi is connected, you'll notice the radar-like icon on the menu bar at the top of the desktop; this indicates the strength of the signal.

Using Public Wi-Fi.

WiFi
HOT SPOT

Some high street locations such as libraries, bars and restaurants offer free Wi-Fi to their customers. There are many different ways you can access public Wi-Fi. Some locations may have an unsecured connection, some require you to ask for their Wi-Fi password, and for others you have to register via their pop-up website; just open Safari while in such a Wi-Fi zone and then follow the on-screen instructions that appear when your Mac connects to the network.

Configuring Your Wi-Fi


System Preferences
Edit
View
Window
Help
Black Dog Media Ltd
Network
Search
Wi-Fi
Bluetooth
AirDrop
Display
Sound
Music
Turn Wi-Fi Off
Advanced...
Revert
Apply

Location: Automatic

Wi-Fi – Connected
Bluetooth PAN – Not Connected
Thunderbolt Bridge – Not Connected

Status: **Connected**

Wi-Fi is connected to BT-RPAJS3 and has the IP address 192.168.1.103.

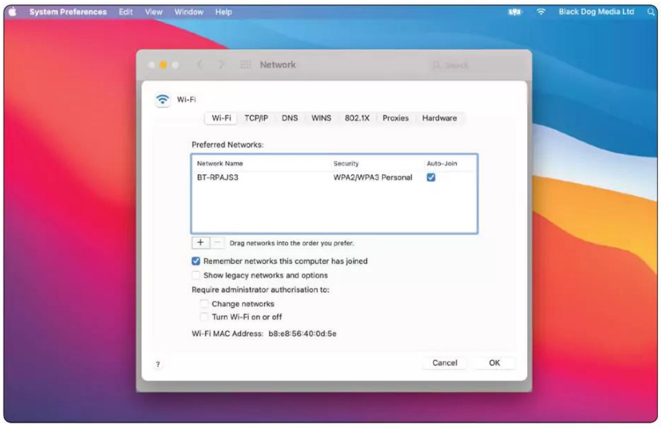
Network Name: BT-RPAJS3

☑ Automatically join this network
☑ Ask to join Personal Hotspots
☐ Ask to join new networks

Known networks will be joined automatically. If no known networks are available, you will have to manually select a network.

☑ Show Wi-Fi status in menu bar

1 Click on the Command Centre, then click the right-facing arrow next to Wi-Fi and the name of your wireless network. From there, click on Network Preferences, then click on the Advanced button at the bottom-right of the Network window. Make sure the Wi-Fi tab icon is selected on the left.


System Preferences
Edit
View
Window
Help
Black Dog Media Ltd
Network
Search
Wi-Fi
Wi-Fi
TCP/IP
DNS
WINS
802.1X
Proxies
Hardware
Cancel
OK

Preferred Networks:

Network Name	Security	Auto-Join
BT-RPAJS3	WPA2/WPA3 Personal	☑

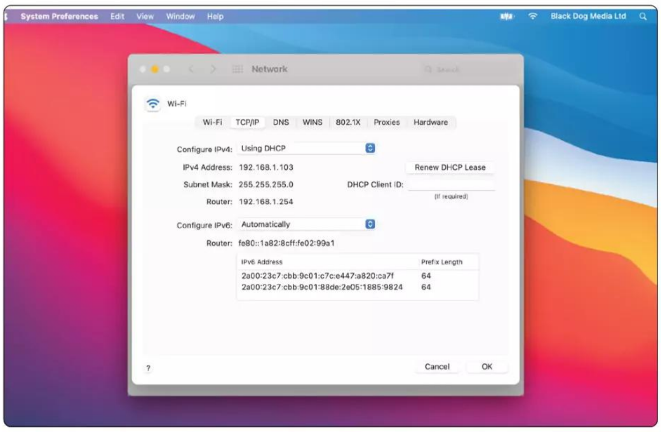
Drag networks into the order you prefer.

☑ Remember networks this computer has joined
☐ Show legacy networks and options

Require administrator authorisation to:
☐ Change networks
☐ Turn Wi-Fi on or off

Wi-Fi MAC Address: b8:e8:56:40:0d:5e

2 You can see a list of all the Wi-Fi networks your Mac has connected to, in order of preference. Where two networks are available, the higher one is used. If you want to change this order, simply drag and drop them.


System Preferences
Edit
View
Window
Help
Black Dog Media Ltd
Network
Search
Wi-Fi
Wi-Fi
TCP/IP
DNS
WINS
802.1X
Proxies
Hardware
Renew DHCP Lease
Cancel
OK

Configure IPv4: Using DHCP
IPv4 Address: 192.168.1.103
Subnet Mask: 255.255.255.0
Router: 192.168.1.254
DHCP Client ID: (If required)
Configure IPv6: Automatically
Router: fe80::1a82:8cff:fe02:99a1

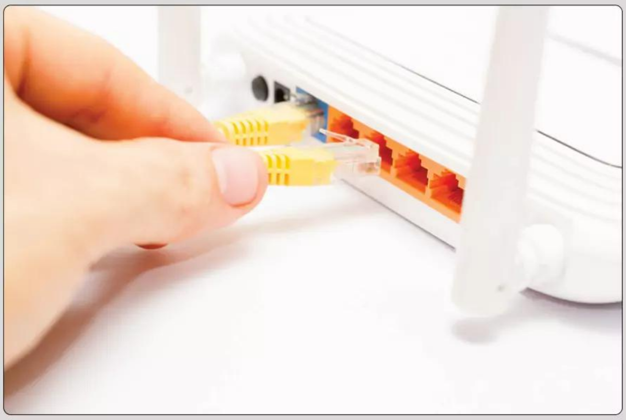
IPv6 Address	Prefix Length
2a00:23c7:cbb:9c01:c7c:e447:a820:ca7f	64
2a00:23c7:cbb:9c01:88de:2e05:1885:9824	64

3 In the TCP/IP tab, you're able to see what IP address your Wi-Fi router has allocated to your Mac; handy if you ever need to connect remotely from another computer. You can also edit these settings and create your own, static IP address.

Going Online with Ethernet.

If you prefer the stability and speed offered by a cabled, Ethernet connection, here's how to set this up.

Once you've set up your router according to the instructions supplied with the device, getting online using Ethernet is relatively easy. First of all, you need a cable that looks like this. There should be at least one supplied with your router.



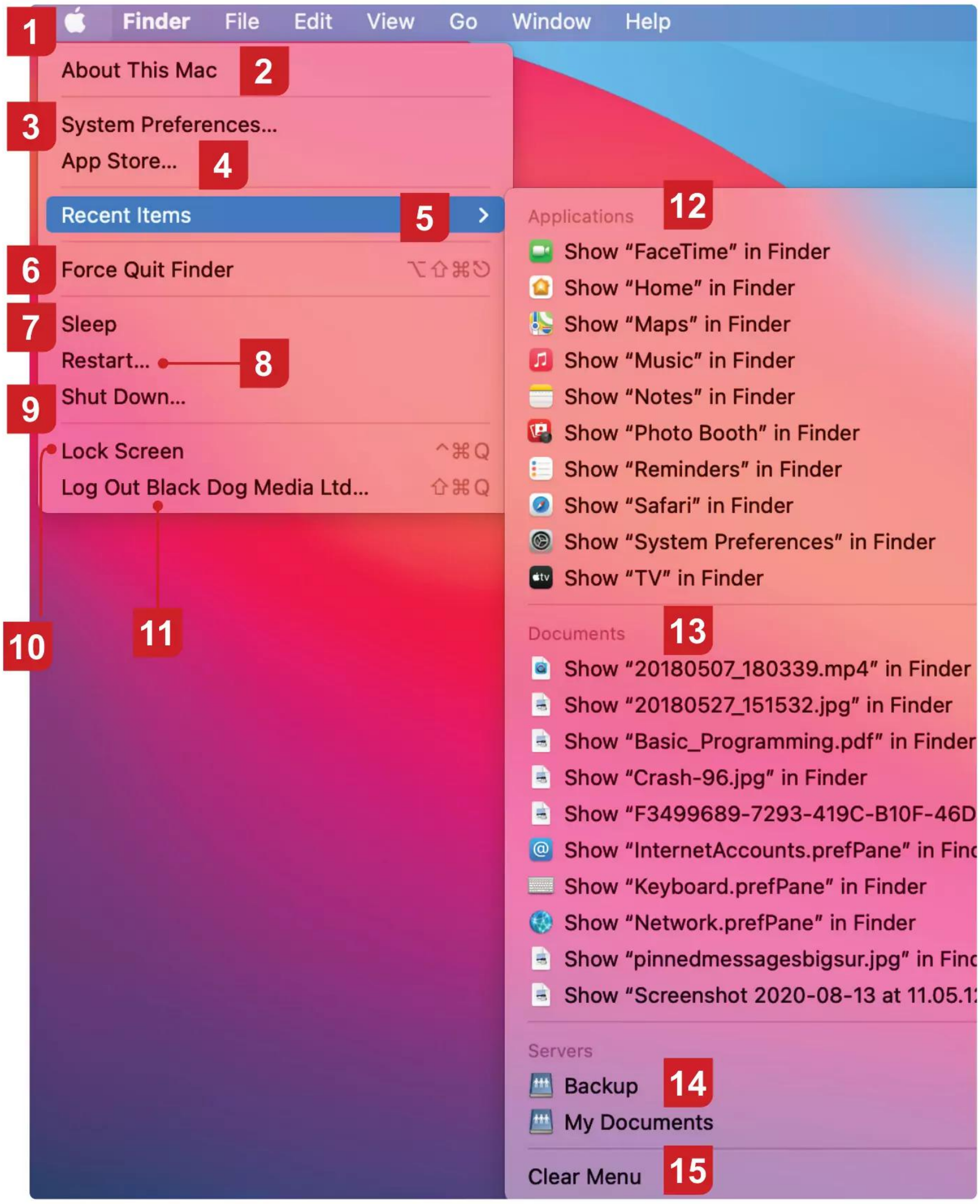
Plug one end of the cable into your Mac and the other end into one of the router's Ethernet ports: it doesn't matter which one. If your Mac doesn't have an Ethernet port, you need an adapter. You can get one online or from an Apple Store.

If your router isn't close enough to your Mac to support a cabled connection, consider using Home Plug AV instead. This uses your household electrical wiring to send data. Ask at your local computer store about a Home Plug AV starter kit. There are many different brands of HomePlug AV devices to choose from, and as HomePlug AV is an industry standard, they're all compatible with each other.

Menus
A Key Mac Feature

Menus are an essential part of interacting with your Mac. Whether it's a pull-down menu accessed by clicking on the top bar of your desktop or a contextual menu found by right-clicking or CTRL-clicking on a file or folder, you need to know how to use your menus if you are to get the most out of your Mac and Big Sur.

The Apple Menu


Finder
File
Edit
View
Go
Window
Help
1
About This Mac
2
3
System Preferences...
App Store...
4
Recent Items
5
Force Quit Finder ⌥⇧⌘⎋
6
7
Sleep
Restart...
8
9
Shut Down...
Lock Screen ^⌘Q
Log Out Black Dog Media Ltd... ⇧⌘Q
10
11
Applications
12
Show “FaceTime” in Finder
Show “Home” in Finder
Show “Maps” in Finder
Show “Music” in Finder
Show “Notes” in Finder
Show “Photo Booth” in Finder
Show “Reminders” in Finder
Show “Safari” in Finder
Show “System Preferences” in Finder
Show “TV” in Finder
Documents
13
Show “20180507_180339.mp4” in Finder
Show “20180527_151532.jpg” in Finder
Show “Basic_Programming.pdf” in Finder
Show “Crash-96.jpg” in Finder
Show “F3499689-7293-419C-B10F-46D
Show “InternetAccounts.prefPane” in Finc
Show “Keyboard.prefPane” in Finder
Show “Network.prefPane” in Finder
Show “pinnedmessagesbigsur.jpg” in Finc
Show “Screenshot 2020-08-13 at 11.05.1
Servers
Backup
14
My Documents
Clear Menu
15

1 The Apple menu is found in the top left corner of the desktop. To open it, click on the Apple icon once, then choose an option. It's always there, whatever you're doing on your Mac.

2 Choose About This Mac for a window showing you technical information about your computer. Tabs at the top of this window let you delve further, looking at its Display, Storage and more; and you can get a full System Report by clicking a button too.

3 The System Preferences option opens the Mac's System Preferences, which we discuss later in this book.

4 This option opens the App Store. If updates are available for your Mac or any of its apps, this is noted here too.

5 Hover your pointer over the Recent Items option to see the sub-menu showing apps, documents and servers you've recently used.

6 Click here for the Force Quit window. This window lists all currently open applications and notes if any of them are unresponsive, that is, they've crashed. You can force a crashed app to quit from here.

7 Click here to put your Mac into Sleep Mode. This saves energy and password-protects your Mac while you're away from your keyboard.

8 Click here to restart your Mac. This is useful if you've installed new software or your Mac isn't behaving as it should.

9 Click to shut down your Mac, that is, switch it off.

10 Lock screen brings up your password screen. You have to enter your password to continue to use your Mac. It's useful if you're leaving your Mac for a while and don't want anyone snooping on it.

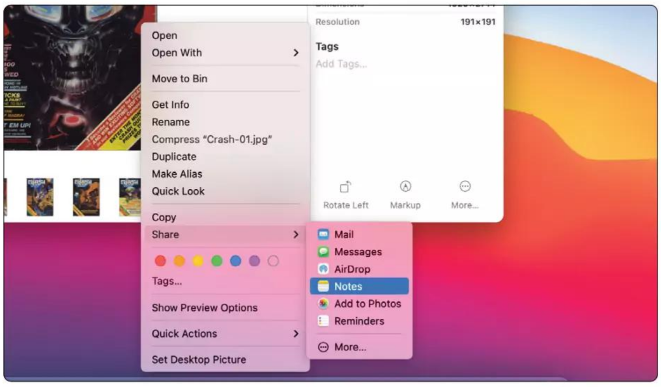
11 Click here to log yourself out but not shut down your Mac. This is only really useful if you have more than one user account on your Mac. You can then log out so another user can log in.

12 By hovering over the Recent Items option, you get this sub-menu. This is a list of the applications you've recently used. Click on one of them to open it. It's a great way of going back to a recently used application.

13 These are the documents you've recently used. If you need to open one again, this menu is a quick and easy way to do so without having to go through Finder.

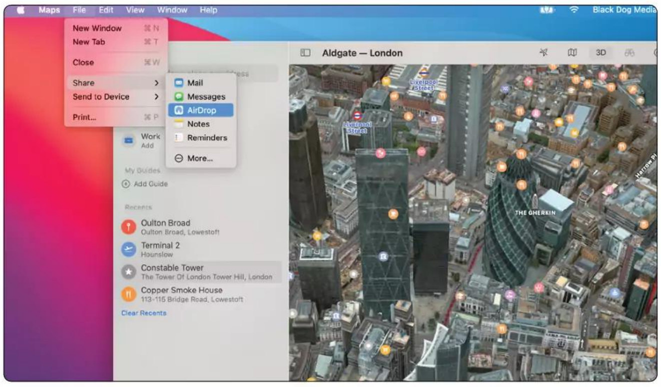
14 Servers you've recently accessed on your wireless or Ethernet network appear here. We've accessed quite a few servers here. To open one again, simply click on it in the menu. If you never use external servers, you can ignore this menu item.

15 Click here to completely clear the entire Recent Items sub-menu and start afresh with a clean slate.


Open
Open With
Move to Bin
Get Info
Rename
Compress "Crash-01.jpg"
Duplicate
Make Alias
Quick Look
Copy
Share
Tags...
Show Preview Options
Quick Actions
Set Desktop Picture
Mail
Messages
AirDrop
Notes
Add to Photos
Reminders
More...
Resolution
191×191
Tags
Add Tags...
Rotate Left
Markup
More...

Contextual Menu

Files and folders have a Contextual Menu that you can access by right-clicking or CTRL-clicking on the item. This menu gives you a range of options, including renaming the file, move it to trash, duplicate or copy it, share it using the macOS Share options discussed later in the book and more. The Get Info option brings up a useful information window.

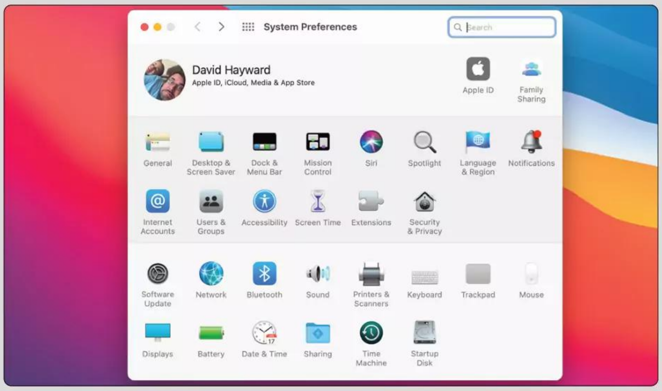

Maps
File
Edit
View
Window
Help
New Window
New Tab
Close
Share
Send to Device
Print...
Mail
Messages
AirDrop
Notes
Reminders
More...
Aldgate — London
3D
Recents
Oulton Broad
Terminal 2
Constable Tower
Copper Smoke House
Clear Recents
THE GHERKIN

Application Menus

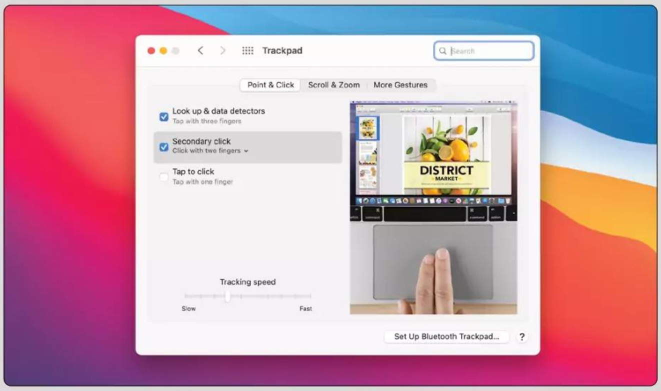
Each application has its own unique set of menus located next to the Apple menu. They will change when an application is active and will revert back to the Finder menu when no apps are active. Each is clearly labelled to make it easier. We'll add specific details for application menus when we look into the applications themselves later.

Right-clicking and CTRL-clicking.

Mac mice and trackpads only have one button, so how do you make a right-click? It's actually easier than you think.


System Preferences
Search
David Hayward
Apple ID, iCloud, Media & App Store
Apple ID
Family Sharing
General
Desktop & Screen Saver
Dock & Menu Bar
Mission Control
Siri
Spotlight
Language & Region
Notifications
Internet Accounts
Users & Groups
Accessibility
Screen Time
Extensions
Security & Privacy
Software Update
Network
Bluetooth
Sound
Printers & Scanners
Keyboard
Trackpad
Mouse
Displays
Battery
Date & Time
Sharing
Time Machine
Startup Disk

1 Your Magic Mouse or Trackpad doesn't have two buttons, but you can still secondary-click by holding the Control (CTRL) key and clicking your mouse or trackpad. Alternatively, enable right-clicking. Go to Apple menu > System Preferences > Mouse/Trackpad, depending on which you're using.


Trackpad
Search
Point & Click
Scroll & Zoom
More Gestures
Look up & data detectors
Tap with three fingers
Secondary click
Click with two fingers
Tap to click
Tap with one finger
Tracking speed
Slow
Fast
Set Up Bluetooth Trackpad...
?

2 Click the checkbox for Secondary Click. There are also a few other options here such as click weighting. With Secondary Click activated, clicking on the right side of a Magic Mouse or with two fingers on a Magic Trackpad is the equivalent of right-clicking on a two button mouse.

Using Finder
Files, Folders & Apps

Finder is the main app that underpins everything you do in macOS, so it's worth taking the time to discover its features and functions. On these pages you'll see how Finder works and how you can use the Finder window; including its navigation controls, viewing tabs and more, to get the most from it.

1 **Window Control Options:** Use the gumdrops to close or minimise the window or open it in full-screen mode. We'll cover this on the next page.

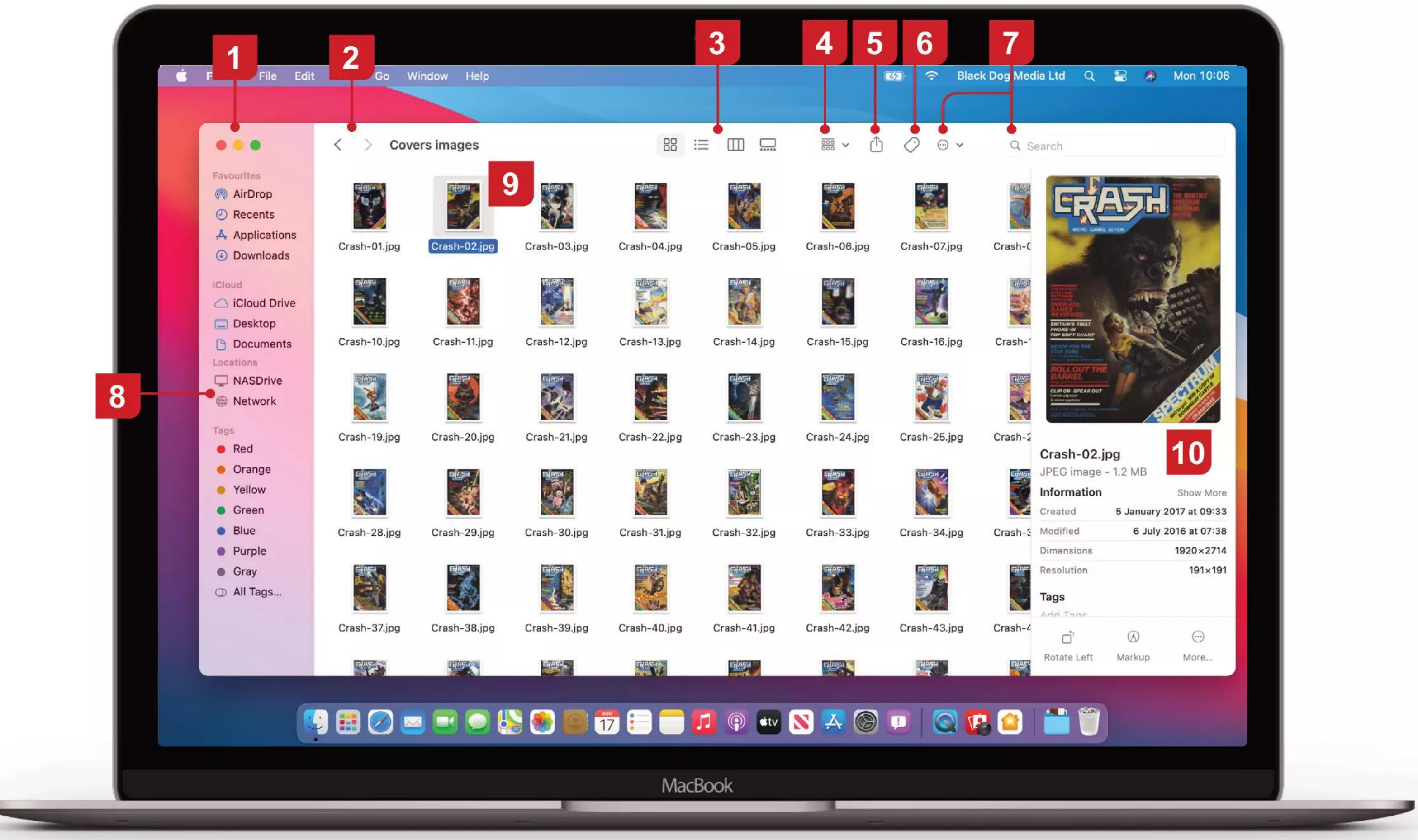
2 **Navigation Controls:** The chevron buttons found under the gumdrops in the top left corner of the window take you forwards or back through your navigation history.

3 **View Options:** These four buttons let you set-up how you view the files and folders in the Finder window; whether as icons, a list, in columns or as a cover flow which gives you a much larger visual preview.

4 **Item Arrangement List:** Click on the button shown here to order the contents of the window; according to date, alphabetically and more.

5 **Share Button:** The Share button is found in many places throughout macOS. Here you can highlight a file or folder and click the button to send it by email, AirDrop etc.

6 **Tags Button:** You can tag a file or folder to make it easier to spot or group it with other documents and folders. An item can have more than one tag. Click on a tag in the sidebar to show items labelled with that particular tag.


1
2
3
4
5
6
7
8
9
10
File
Edit
Go
Window
Help
Black Dog Media Ltd
Mon 10:06
Covers images
Search
Favourites
AirDrop
Recents
Applications
Downloads
iCloud
iCloud Drive
Desktop
Documents
Locations
NASDrive
Network
Tags
Red
Orange
Yellow
Green
Blue
Purple
Gray
All Tags...
Crash-01.jpg
Crash-02.jpg
Crash-03.jpg
Crash-04.jpg
Crash-05.jpg
Crash-06.jpg
Crash-07.jpg
Crash-10.jpg
Crash-11.jpg
Crash-12.jpg
Crash-13.jpg
Crash-14.jpg
Crash-15.jpg
Crash-16.jpg
Crash-19.jpg
Crash-20.jpg
Crash-21.jpg
Crash-22.jpg
Crash-23.jpg
Crash-24.jpg
Crash-25.jpg
Crash-28.jpg
Crash-29.jpg
Crash-30.jpg
Crash-31.jpg
Crash-32.jpg
Crash-33.jpg
Crash-34.jpg
Crash-37.jpg
Crash-38.jpg
Crash-39.jpg
Crash-40.jpg
Crash-41.jpg
Crash-42.jpg
Crash-43.jpg
CRASH
SPECTRUM
Show More
Tags
Add Tags
Rotate Left
Markup
More...
MacBook

Crash-02.jpg
JPEG image - 1.2 MB

Information

Created 5 January 2017 at 09:33
Modified 6 July 2016 at 07:38
Dimensions 1920×2714
Resolution 191×191

7 **Perform Tasks and Search:** The Perform Tasks icon enables you to perform certain tasks within the folder or highlighted file, such as create a New Folder, Move to Bin, Duplicate and more. Next to this is the Search bar. If you're looking for a specific item, type its name or contents into the Search field and press Enter.

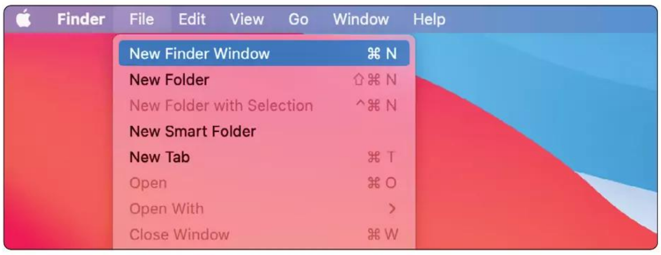
8 **Sidebar:** There are various options on the Finder window's sidebar. You can open specific folders like Documents or Downloads, access external or network drives and more.

9 **File/Folder View:** This shows the files and folders contained in the currently open folder. They're shown in the format chosen in the View Options (see feature number 3). In this case, we're using the Icons view.

10 **Preview:** This is a preview of the currently selected file in the main window. It shows the title, file size and various details about it. There are also options at the foot of the Preview sidebar, such as rotating or marking up a graphic or creating a PDF from a document.

Displaying a Finder Window

There are several ways of opening a new Finder window on your Mac's desktop. Let's take a look at each in turn.


Finder
File
Edit
View
Go
Window
Help
New Finder Window ⌘ N
New Folder ⇧⌘ N
New Folder with Selection ^⌘ N
New Smart Folder
New Tab ⌘ T
Open ⌘ O
Open With
Close Window ⌘ W

Using Menus

Click a clear space on the desktop once, open the File menu and select New Finder Window. A window then appears.

Shortcut Keys

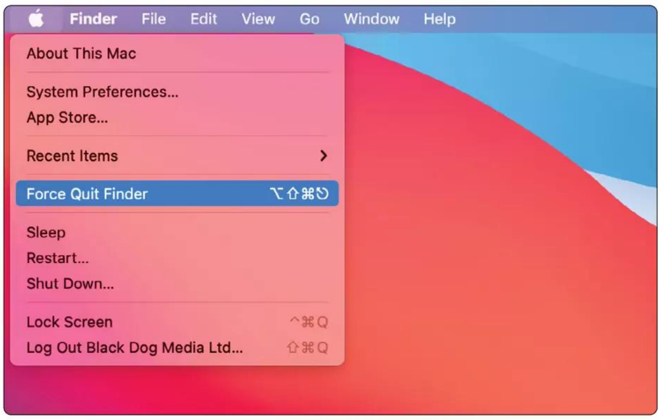
Click a clear space on the desktop once to make sure you're in Finder, then press the CMD and N together. A new Finder window appears.

Using the Dock

If it isn't already displayed, move your mouse cursor to the bottom of the screen to open the Dock. Click the Finder Window to create a new window.

How to Relaunch Finder

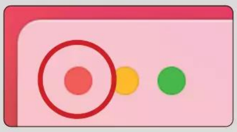
If the Finder has crashed or isn't behaving as it should, follow this tip to close it like a crashed app and relaunch it.


Finder
File
Edit
View
Go
Window
Help
About This Mac
System Preferences...
App Store...
Recent Items
Force Quit Finder ⌥⇧⌘⎋
Sleep
Restart...
Shut Down...
Lock Screen ^⌘Q
Log Out Black Dog Media Ltd... ⇧⌘Q

If the Finder crashes, you can relaunch it like you would with any other crashed app. The easiest way to do this is to click on the desktop to make sure you're in Finder, hold down the Shift key and click on the Apple menu. The Force Quit option has become Force Quit Finder. Incidentally, you can use this method to quit any running app. Just click on one of its windows to bring it to the fore, hold Shift and click on the Apple menu.

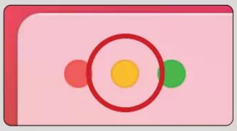
Window Controls Options.

The coloured buttons found in the top left corner are used to resize or minimise the Finder window.



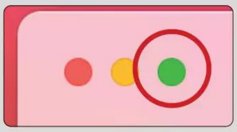
Close

Click once on the red button containing a cross. This will work with the majority of windows and applications.



Minimise

Click the orange button containing a '-' sign. Again this will work with almost all windows and apps.

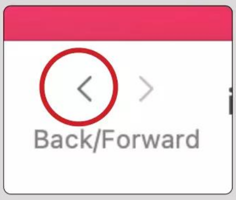


Full Screen

Click the green button containing a '+' sign. Will full screen most windows.

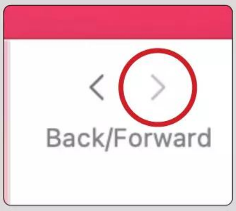
Navigation Controls.

These simple controls allow you to retrace your steps backwards and forwards.


Back/Forward

Navigate to a Previous Page

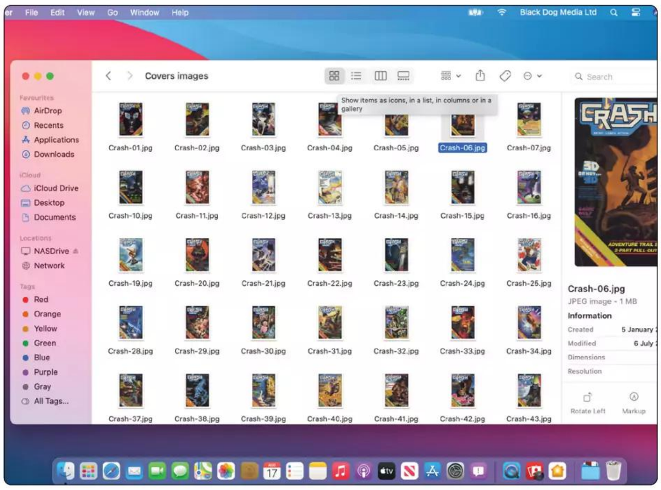
Click the left hand arrow. To continue stepping backwards, repeat step one as many times as necessary.


Back/Forward

Using the Forward Control

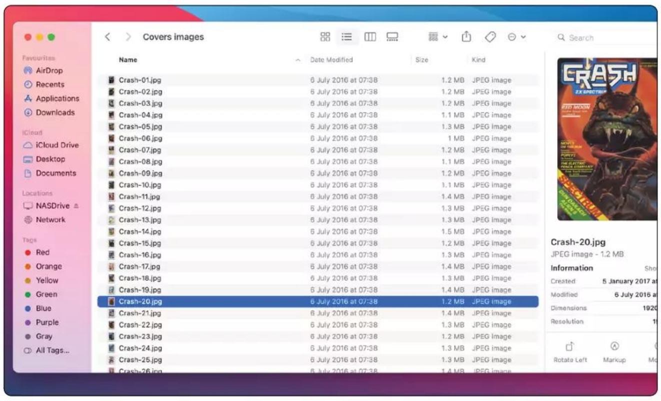
If you've moved to a previous page, this button offers step-by-step navigation to your original starting point. Simply click the right-hand arrow as many times as needed.

View Options


Covers images
Show items as icons, in a list, in columns or in a gallery
Crash-06.jpg

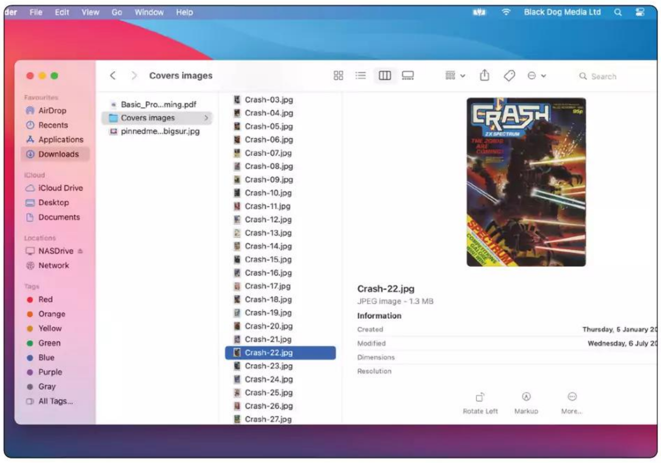
View Window Contents as Icons

To display your files and folders as a collection of icons, first open a Finder window then click the first button on the toolbar, showing a group of four squares.


Covers images
Name
Date Modified
Size
Kind
Crash-20.jpg

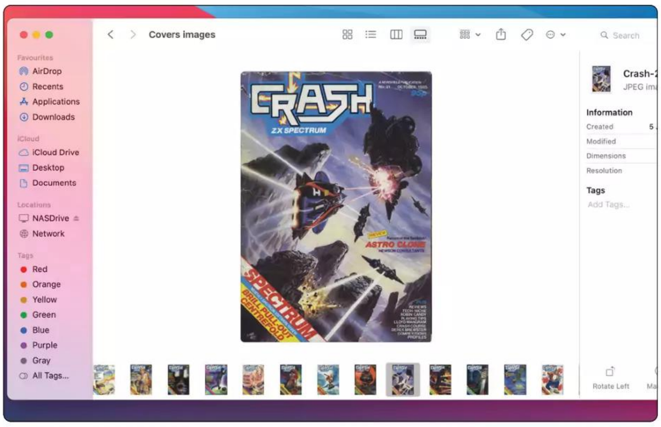
View Window Contents as Lists

With an open Finder window, click the second button on the toolbar to use a simple but effective list display.


Covers images
Crash-22.jpg

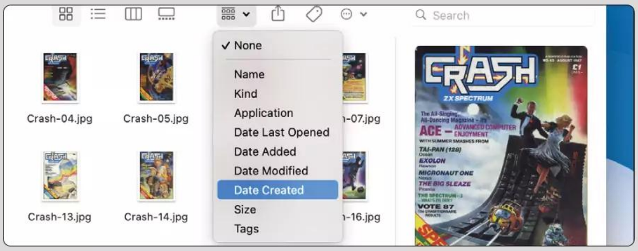
View Window Contents as Columns

Click the third button on the toolbar to view your files as a series of columns. It's great for quick navigation and easy visual identification using a handy image preview column.


Covers images

View Window Contents as Gallery View

The Gallery View gives a large preview of the file or folder that's currently selected and a scrollable strip of everything else. Click on one of the files in the strip to see a larger version of its thumbnail.


Search
✓ None
Name
Kind
Application
Date Last Opened
Date Added
Date Modified
Date Created
Size
Tags
Crash-04.jpg
Crash-05.jpg
Crash-13.jpg
Crash-14.jpg

Change the Way Items are Arranged.

As well as changing the way the items are visually displayed, you can also change the way they are arranged within the file and folder view area.

Name: Alphabetical. Displays numbers first, then A-Z.

Kind: This groups each type of item together.

Application: Groups together items according to the application in which they were created or are opened.

Date Last Opened: Groups according to time and date they were opened.

Date Added: Displays items in order of when they were added to the folder.

Date Modified: Displays items in the order they were last modified or edited.

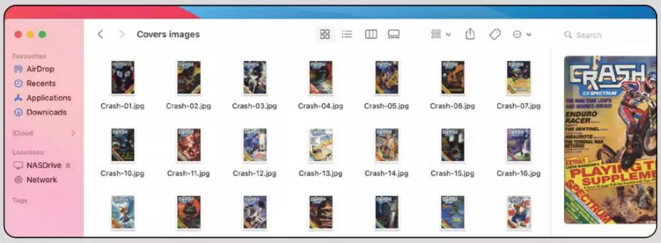
Date Created: Displays the items according to when they were created.

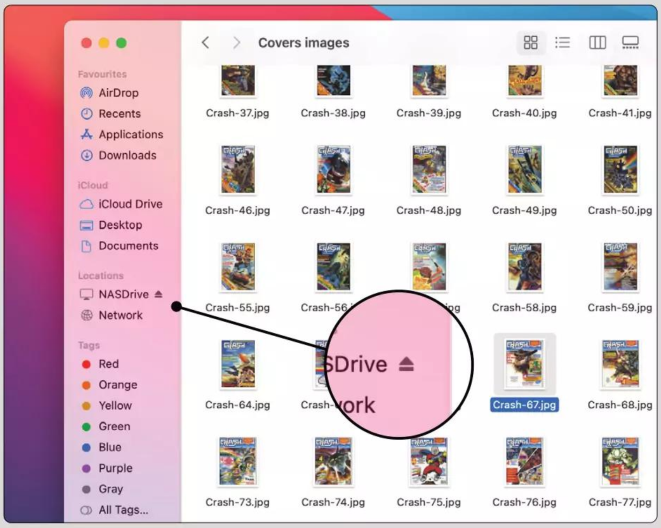
Size: Arrange the files according to their size.

Tags: Files are arranged according to tags you've added

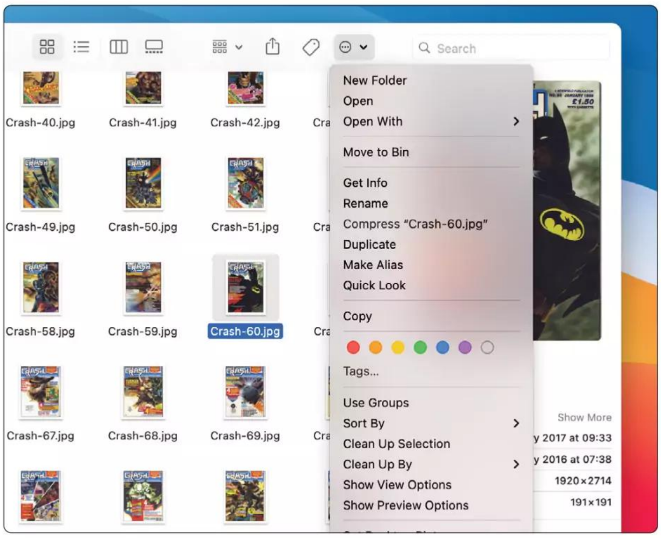
More Sidebar Functions.

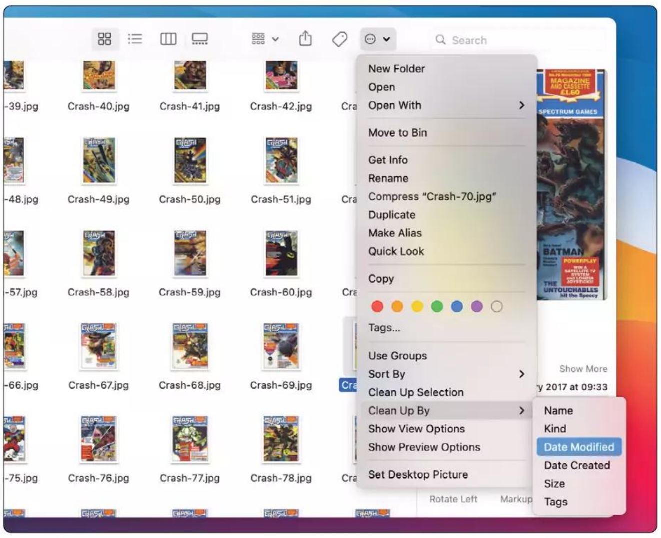
If your sidebar is getting cluttered, you can show or hide its listed items by hovering over the title (Favourites, Locations, iCloud, Tags) and clicking the small down-facing chevron or right-facing chevron – the right-facing chevron appears when the title is hidden, and the down-facing chevron when they're expended. You can also eject external drives, CDs and disk images from the sidebar; by clicking the eject icon next to the device or image you wish to remove.


Covers images
Favourites
AirDrop
Recents
Applications
Downloads
iCloud
Locations
NASDrive
Network
Tags


Covers images
Favourites
AirDrop
Recents
Applications
Downloads
iCloud
iCloud Drive
Desktop
Documents
Locations
NASDrive
Network
Tags
Red
Orange
Yellow
Green
Blue
Purple
Gray
All Tags...
SDrive
work
Crash-67.jpg

Perform Tasks Within the Finder

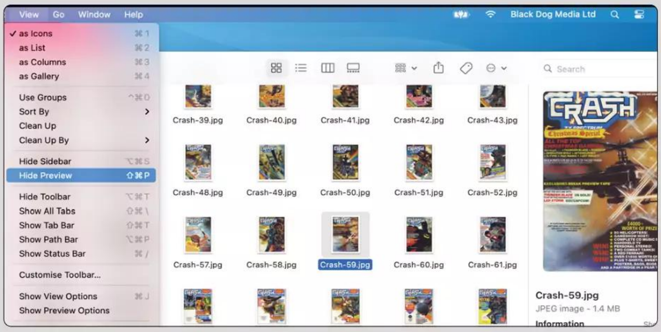

Search
New Folder
Open
Open With
Move to Bin
Get Info
Rename
Compress "Crash-60.jpg"
Duplicate
Make Alias
Quick Look
Copy
Tags...
Use Groups
Sort By
Clean Up Selection
Clean Up By
Show View Options
Show Preview Options
Crash-60.jpg


Search
New Folder
Open
Open With
Move to Bin
Get Info
Rename
Compress "Crash-70.jpg"
Duplicate
Make Alias
Quick Look
Copy
Tags...
Use Groups
Sort By
Clean Up Selection
Clean Up By
Show View Options
Show Preview Options
Set Desktop Picture
Name
Kind
Date Modified
Date Created
Size
Tags

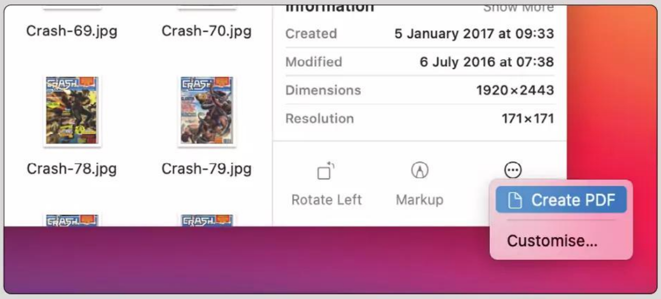
1 Click on the three dots within a circle icon (next to the Search Bar) for a drop-down menu. Here you can do a range of operations, from opening a file in a specific application to checking the file size via the Get Info option.

2 You can also clean up the entire Finder Window, automatically tidying up and or reorganising the order of the files according to various criteria such as their name (alphabetically), date, size and more.

The Finder's Preview Panel.


View
Go
Window
Help
as Icons
as List
as Columns
as Gallery
Use Groups
Sort By
Clean Up
Clean Up By
Hide Sidebar
Hide Preview
Hide Toolbar
Show All Tabs
Show Tab Bar
Show Path Bar
Show Status Bar
Customise Toolbar...
Show View Options
Show Preview Options
Crash-59.jpg
JPEG image - 1.4 MB
Information

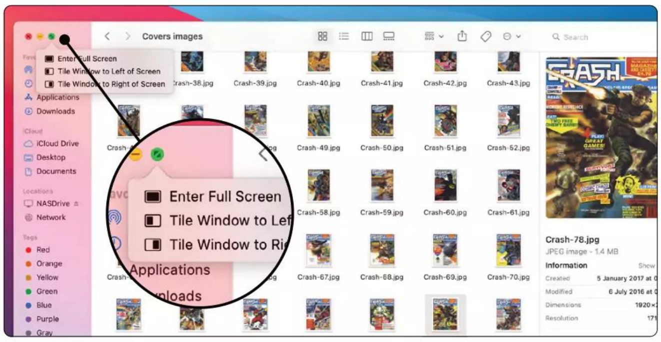
Finder windows have a right-hand sidebar that shows a preview of the currently selected file from the window. You can turn this sidebar on or off in the View menu (Hide/Show Preview).


Crash-69.jpg
Crash-70.jpg
Crash-78.jpg
Crash-79.jpg
Information
Show More
Created 5 January 2017 at 09:33
Modified 6 July 2016 at 07:38
Dimensions 1920×2443
Resolution 171×171
Rotate Left
Markup
Create PDF
Customise...

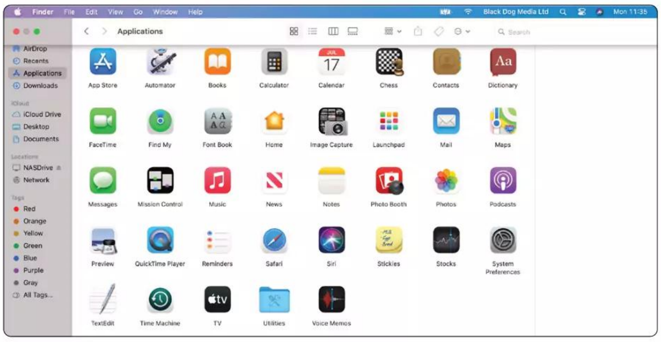
At the foot of the preview sidebar are a set of new options. These vary according to the type of file you're previewing in the main window. For example, an image can be rotated, annotated or converted into a PDF.

Full-screen Mode

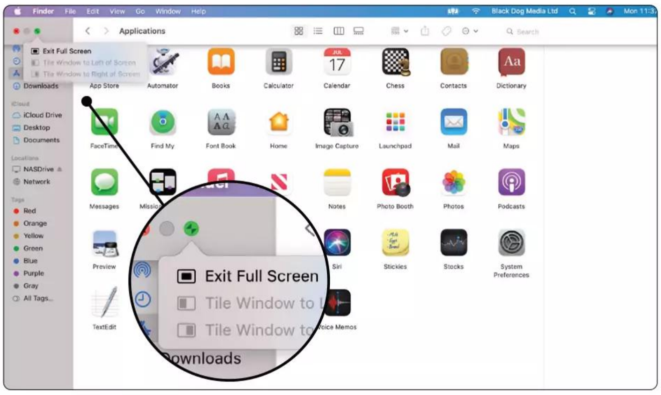
If you want to view the Finder window better or any other window for that matter, then you can always opt to view it in full-screen mode. Full-screen removes distractions and makes everything a little easier to read. Here's how it works.


Covers images
Enter Full Screen
Tile Window to Left of Screen
Tile Window to Right of Screen
Applications
Downloads
iCloud Drive
Desktop
Documents
NASDrive
Network
Red
Orange
Yellow
Green
Blue
Purple
Gray
Crash-78.jpg
JPEG image - 1.4 MB
Information
Created 5 January 2017
Modified 6 July 2016

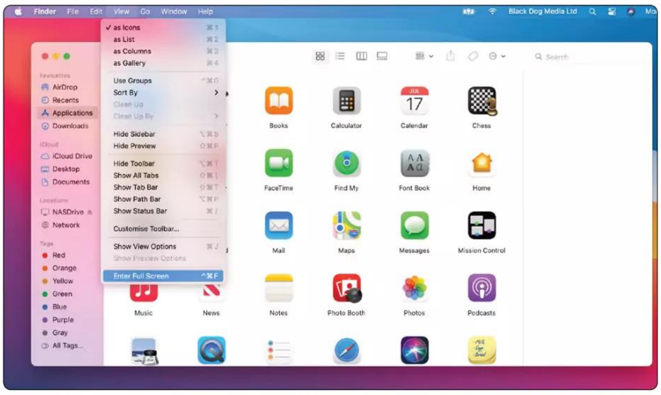
1 You can view a Finder window and indeed an application window, in full-screen mode. Click on the green Enlarge button in the upper left corner of the window and it will give you the option to expand to fill the entire screen. Alternatively, use the View pull-down menu or press CTRL-CMD-F.


Finder File Edit View Go Window Help
Black Dog Media Ltd
Mon 11:35
Applications
App Store
Automator
Books
Calculator
Calendar
Chess
Contacts
Dictionary
FaceTime
Find My
Font Book
Home
Image Capture
Launchpad
Mail
Maps
Messages
Mission Control
Music
News
Notes
Photo Booth
Photos
Podcasts
Preview
QuickTime Player
Reminders
Safari
Siri
Stickies
Stocks
System Preferences
TextEdit
Time Machine
TV
Utilities
Voice Memos

2 In full-screen mode, the menus usually found at the top of the Mac desktop are still there but they're hidden away until you need them. To see them, move the mouse cursor to the top of the screen and the menu bar slides into view.


Finder File Edit View Go Window Help
Applications
Exit Full Screen
Tile Window to Left of Screen
Tile Window to Right of Screen
Downloads

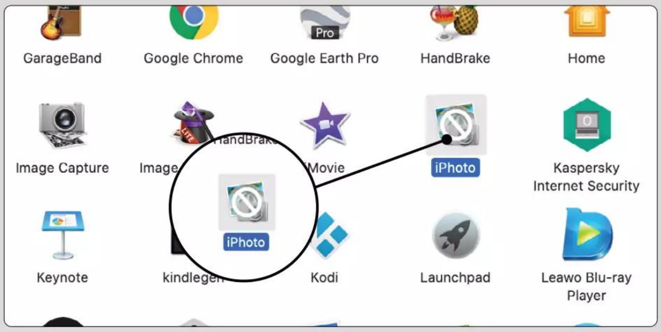
3 To exit from full-screen mode back to the usual window view, bring up the Menu bar and then simply click on the green button again. The window shrinks to its previous size and no longer takes up the entire desktop.


Finder File Edit View Go Window Help
as Icons
as List
as Columns
as Gallery
Use Groups
Sort By
Clean Up
Clean Up By
Hide Sidebar
Hide Preview
Hide Toolbar
Show All Tabs
Show Tab Bar
Show Path Bar
Show Status Bar
Customise Toolbar...
Show View Options
Show Preview Options
Enter Full Screen

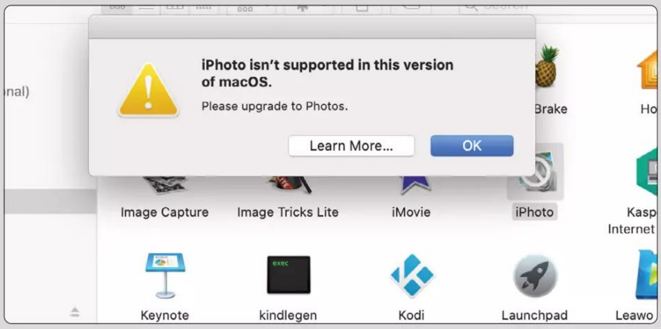
4 You can also take a window out of full screen mode using the View pull-down menu at the top of the screen or by pressing CTRL-CMD-F. You can still close a full-screen window with the red button (top left).

32-Bit Apps No Longer Run.

Apple has phased out support for applications built for 32-bit architecture. These will no longer run in macOS.


GarageBand
Google Chrome
Google Earth Pro
HandBrake
Home
Image Capture
Image
Movie
iPhoto
Kaspersky Internet Security
Keynote
kindlegen
Kodi
Launchpad
Leawo Blu-ray Player

In macOS Big Sur, you can no longer open applications made for older 32-bit processors (modern processors are 64-bit). If you have such an app on your Mac, it appears in the Applications window, or Launchpad, with a crossed-out icon atop it.

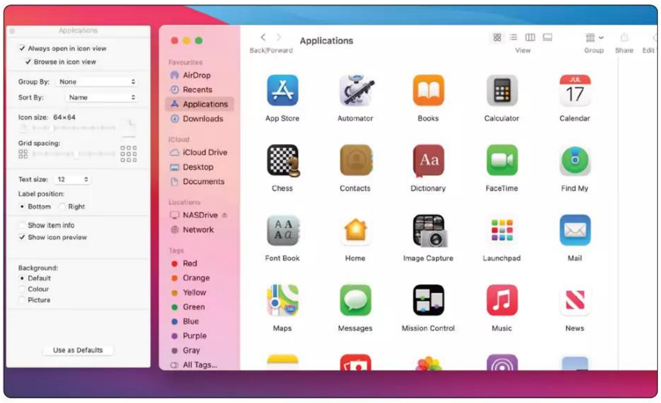

iPhoto isn't supported in this version of macOS.

Please upgrade to Photos.

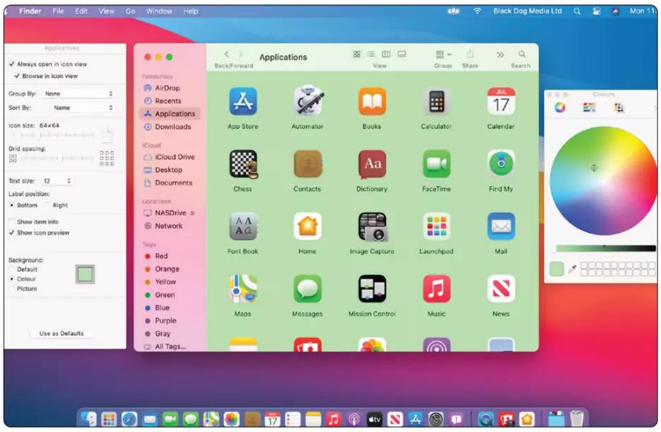
Learn More...
OK
Image Capture
Image Tricks Lite
iMovie
iPhoto
Keynote
kindlegen
Kodi
Launchpad

Try to open a 32-bit app and you get a message saying it's not compatible with this version of macOS. Check with its developer whether the app has since been updated to 64-bit, but if it hasn't by now, it might well have been abandoned.

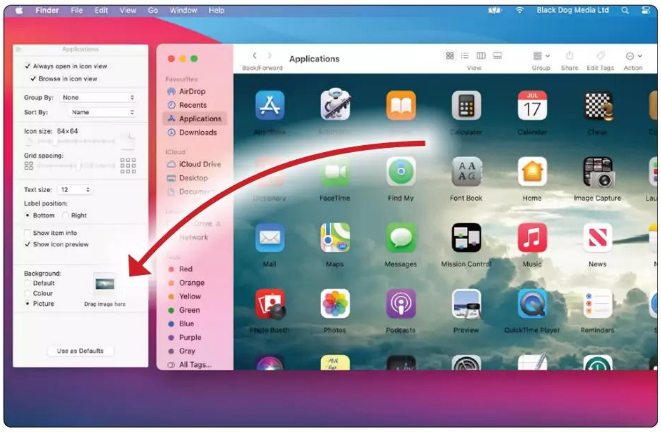
Changing the Finder Window's Background Colour or Image


Applications
Always open in icon view
Browse in icon view
Group By: None
Sort By: Name
Icon size: 64×64
Grid spacing:
Text size: 12
Label position:
Bottom
Right
Show item info
Show icon preview
Background:
Default
Colour
Picture
Use as Defaults
Favourites
AirDrop
Recents
Applications
Downloads
iCloud
iCloud Drive
Desktop
Documents
Locations
NASDrive
Network
Tags
Red
Orange
Yellow
Green
Blue
Purple
Gray
All Tags...
Back/Forward
View
Group
Share
Edit
App Store
Automator
Books
Calculator
Calendar
Chess
Contacts
Dictionary
FaceTime
Find My
Font Book
Home
Image Capture
Launchpad
Mail
Maps
Messages
Mission Control
Music
News

1 When you're using the Finder's Icon View, you can replace the white background with a black one or even a picture. To begin, with the Finder window in question open, select Show View Options from the View menu or press CMD-J.


Finder
File
Edit
View
Go
Window
Help
Black Dog Media Ltd
Applications
Background:
Default
Colour
Picture
Use as Defaults
Colours

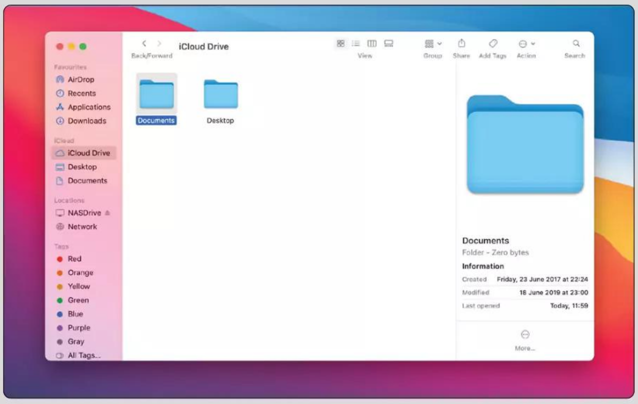
2 The window's Info window opens. Towards the bottom, you can see options listed under the header 'Background'. Select 'Colour' and click on the white square. You can now use the various options to change the background colour.


Finder
File
Edit
View
Go
Window
Help
Black Dog Media Ltd
Applications
Background:
Default
Colour
Picture
Drag image here
Use as Defaults

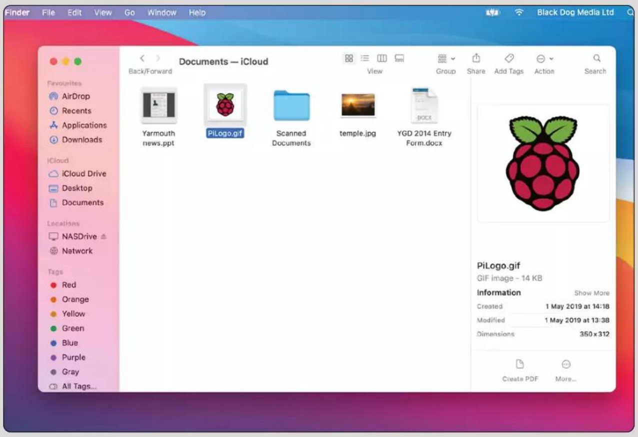
3 Select 'Picture' and then drag an image into the box to the right of the background options to get a pictorial background. Alternatively, click on the box and then navigate to the picture you want to use through the Finder.

Accessing iCloud Drive.

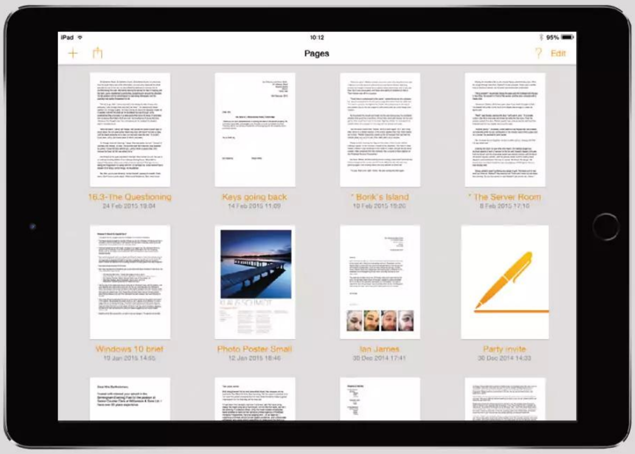
iCloud Drive can store and share files across Mac or iOS devices logged into the same iCloud account.


iCloud Drive
Back/Forward
View
Group
Share
Add Tags
Action
Search
Documents
Desktop
Documents
Folder – Zero bytes
Information
Created Friday, 23 June 2017 at 22:24
Modified 18 June 2019 at 23:00
Last opened Today, 11:59
More...

Click on iCloud Drive in the Finder window's sidebar. You see the iCloud Drive folder is organised according to apps. You can create your own folders here too.


Finder
File
Edit
View
Go
Window
Help
Black Dog Media Ltd
Documents — iCloud
Yarmouth news.ppt
PiLogo.gif
Scanned Documents
temple.jpg
YGD 2014 Entry Form.docx
PiLogo.gif
GIF image - 14 KB
Information
Show More
Created 1 May 2019 at 14:18
Modified 1 May 2019 at 13:38
Dimensions 350×312
Create PDF
More...

Files and folders found here are synced using iCloud Drive, so they're available online at www.icloud.com and also on other devices linked to the same iCloud account.

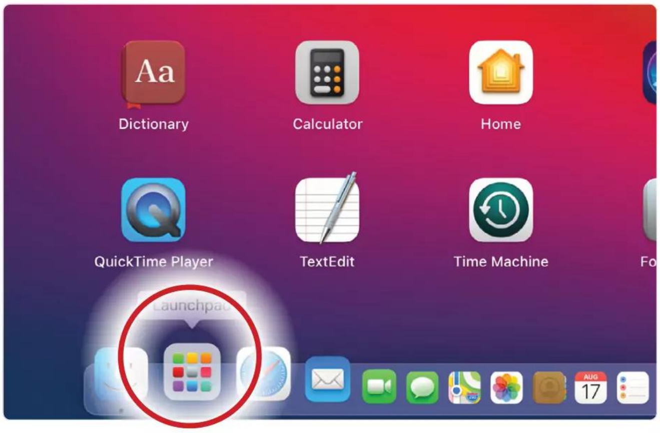

iPad
10:12
95%
Pages
Edit
16.3-The Questioning
Keys going back
* Bonk's Island
* The Server Room
Windows 10 brief
Photo Poster Small
Ian James
Party invite

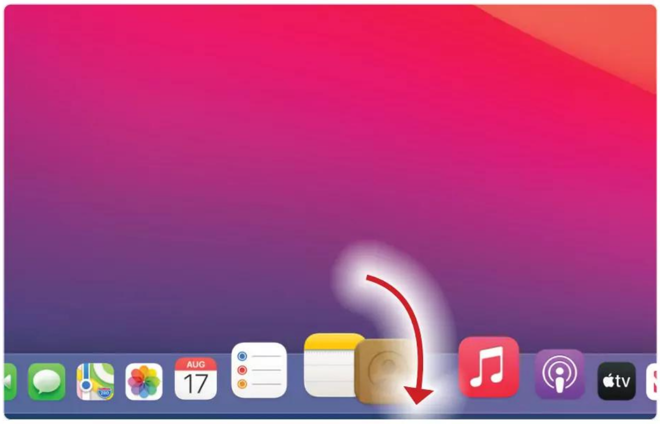
Here we've opened the Pages iOS app on an iPad. As you can see, the documents in the Mac's Pages iCloud Drive folder are also available to open and edit here.

The Dock
For Most-used Apps

The macOS Dock is a fantastic feature that's been present on Macs since the introduction of Mac OS X 10.0. It's perfect for gaining quick access to the most relevant and used applications, documents and folders. It's customisable, which means you'll come to personalise your Dock to best fit your own unique needs.

Accessing Your Applications from the Dock


Dictionary
Calculator
Home
QuickTime Player
TextEdit
Time Machine
Launchpad

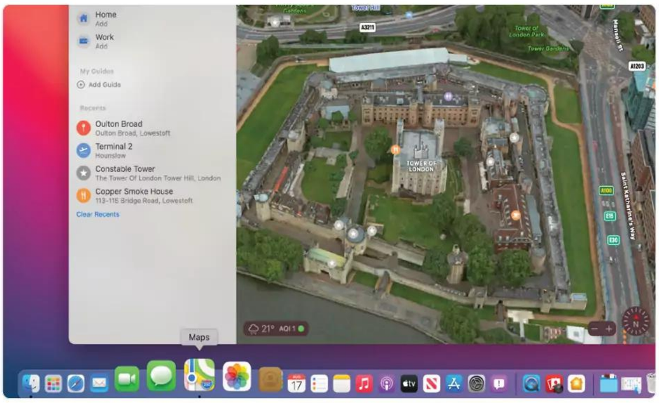


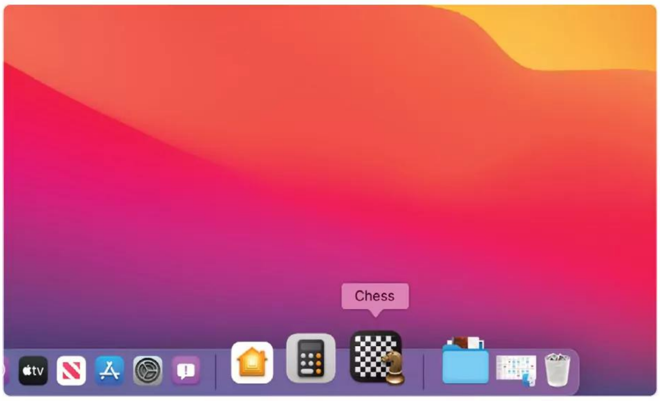
Add or Remove an Application

To add an app, first click the icon filled with multicoloured boxes on the left-hand side of the Dock to bring up Launchpad. Then, click and drag the item you want onto the Dock. To remove it, just drag it out.

Move an Application

To move an item to a new location in the Dock, click and drag to the required position. As you move the item the adjacent applications will move aside to allow you to drop the icon into its intended place.


Home
Add
Work
Add
My Guides
Add Guide
Recents
Oulton Broad
Oulton Broad, Lowestoft
Terminal 2
Hounslow
Constable Tower
The Tower Of London Tower Hill, London
Cooper Smoke House
113-115 Bridge Road, Lowestoft
Clear Recents
TOWER OF LONDON
Maps

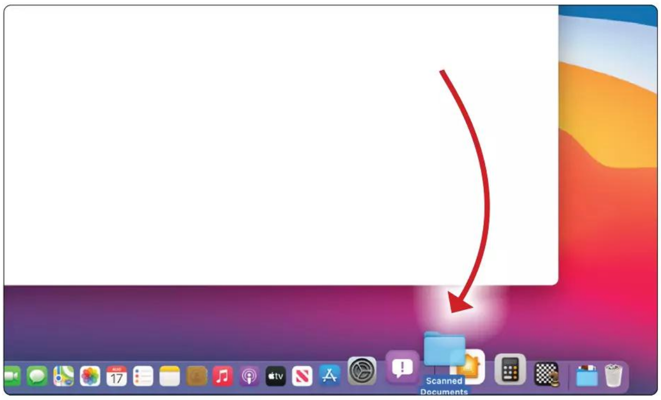


Open an Application

To open an application that's in your Dock, simply move the mouse pointer onto the Dock and click on its icon. Notice that the app icon slightly bounces as the application opens before the main app opens.

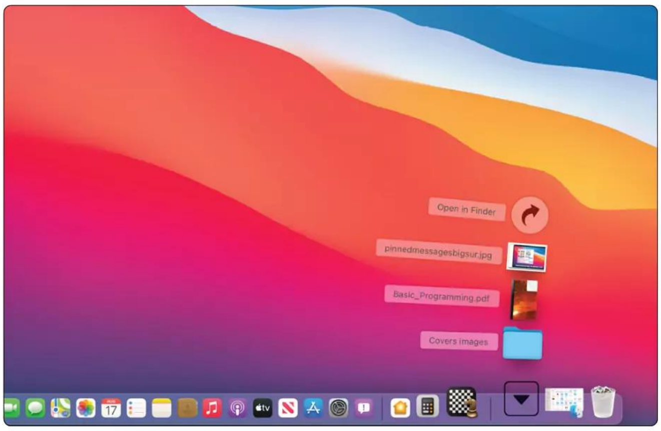
Recently Used Applications

In Big Sur, applications you've recently used are shown in the right-hand side of the Dock, from where they can be used like any other Dock app. Apps that are permanently in the Dock aren't shown here.


Scanned Documents

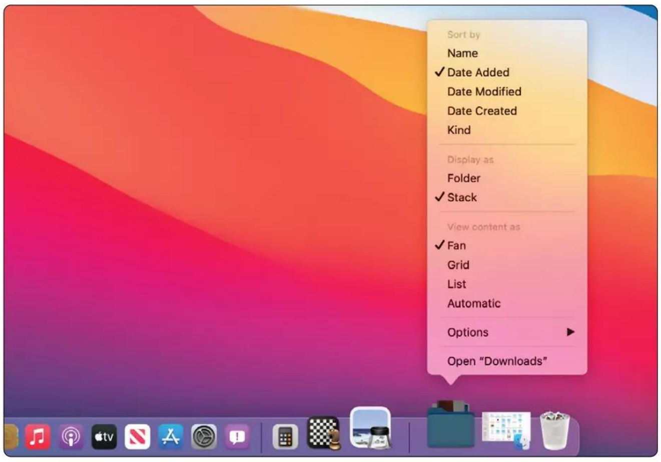
Adding and Removing Stacks

You can add, remove and move folders in your Dock, in the same way you do with apps. These sit to the right of the Dock's second divider and are called Stacks.


Open in Finder
pinnedmessagesbigsur.jpg
Basic_Programming.pdf
Covers images

Accessing Stacks

To access the files and folders within a Stack, click on it to display the contents. Clicking on a document or image opens it with an appropriate application and clicking on a folder opens it in Finder.

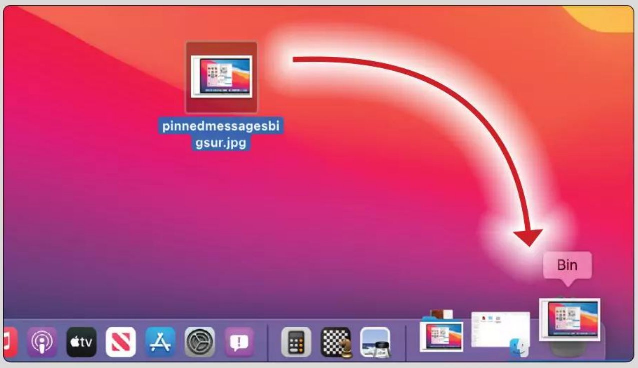

Sort by
Name
✓ Date Added
Date Modified
Date Created
Kind
Display as
Folder
✓ Stack
View content as
✓ Fan
Grid
List
Automatic
Options
Open "Downloads"

Viewing Options

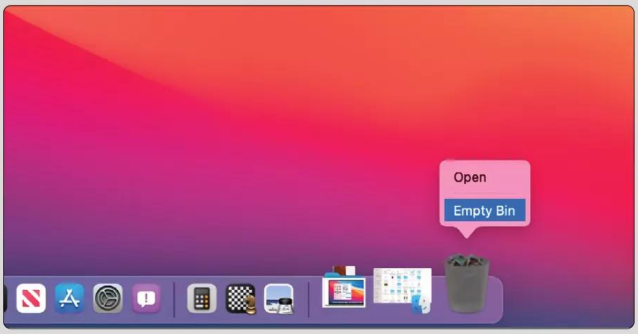
Right-click or CTRL-click on a Stack for a pop-up menu with a range of options. You can show your files as a Stack (a pile of files) or as a folder. You can also choose how they're displayed when you click the Stack.

The Bin.

The Bin icon is located at the far right of the Dock and can be filled and emptied just like a real rubbish bin.


pinnedmessagesbigsur.jpg
Bin

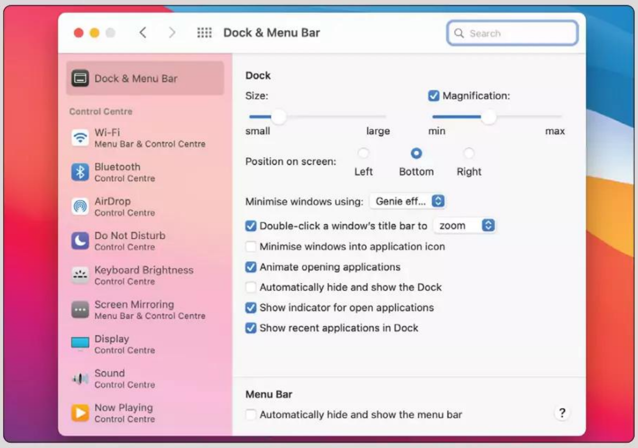
You can delete a file, folder or app by dragging it into the Bin on the right-hand side of the Dock. Alternatively, right-click or Ctrl-click on it and select Move to Bin from the contextual menu that appears.


Open
Empty Bin

To retrieve a file from Bin, click on the Bin icon in the Dock to open it in Finder, then drag the file out of the Bin window. To empty Bin, right-click on it and choose 'Empty Bin', or in the Bin window, click on the Empty button (top right).

Customising the Dock.

You can customise your Dock in System Preferences from the Apple menu and selecting Dock & Menu Bar. From here, you can place the Dock on the right, left or bottom of the screen, opt to show and hide it, change its size, change its magnification, choose a minimisation effect and more.


Dock & Menu Bar
Search
Dock & Menu Bar
Control Centre
Wi-Fi
Menu Bar & Control Centre
Bluetooth
Control Centre
AirDrop
Control Centre
Do Not Disturb
Control Centre
Keyboard Brightness
Control Centre
Screen Mirroring
Menu Bar & Control Centre
Display
Control Centre
Sound
Control Centre
Now Playing
Control Centre
small
large
min
max
?

Dock

Size:

☑ Magnification:

Position on screen: ○ Left ● Bottom ○ Right

Minimise windows using: Genie eff...

☑ Double-click a window's title bar to zoom

☐ Minimise windows into application icon

☑ Animate opening applications

☐ Automatically hide and show the Dock

☑ Show indicator for open applications

☑ Show recent applications in Dock

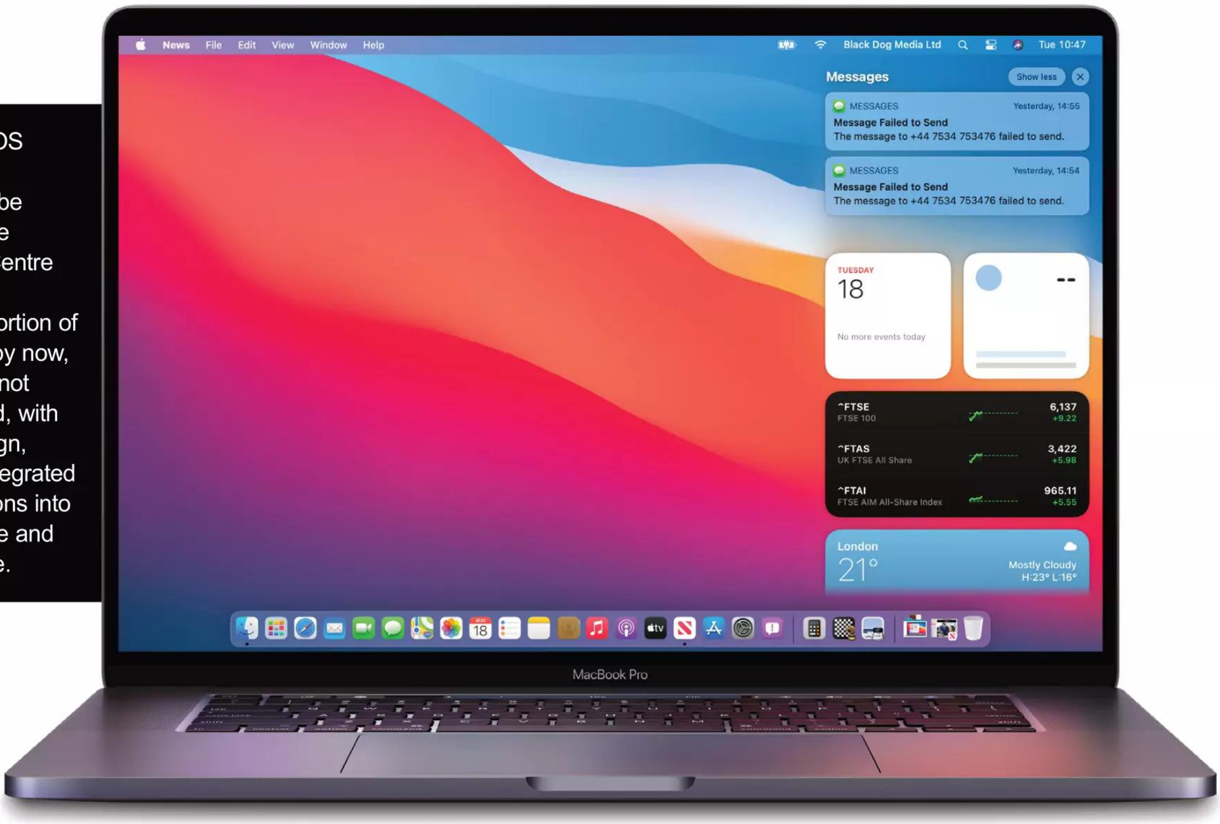
Menu Bar

☐ Automatically hide and show the menu bar

Notifications
See What's Going On

Notifications are one element of Big Sur that has probably seen the biggest change. Gone is the traditional Notification Centre, as appeared in Catalina and in its place, with the new iOS-like design, is the more streamlined, Notifications.

Former macOS users will undoubtedly be looking for the Notification Centre icon in the upper-right portion of the desktop by now, however, it's not there. Instead, with the new design, Apple has integrated the Notifications into the Date/Time and Widgets zone.



Messages

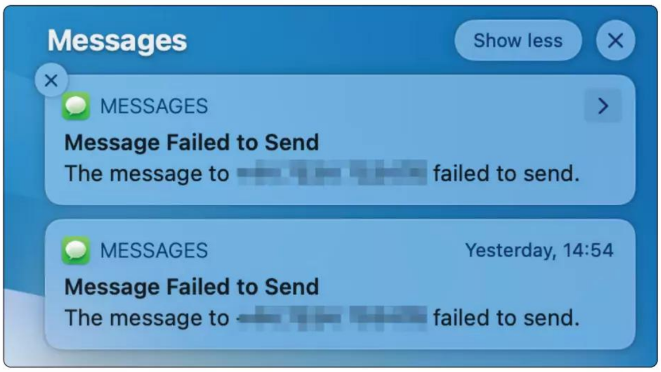
MESSAGES Yesterday, 14:55
Message Failed to Send
The message to +44 7534 753476 failed to send.

MESSAGES Yesterday, 14:54
Message Failed to Send
The message to +44 7534 753476 failed to send.

While this may not seem to make to much sense, it's really quite a clever move on the part of Apple. All you need to do to view any notifications is to click on the Date and Time in the top-right of the desktop. If there are any, then they'll appear at the top of the slide-in area that appears from the right-side of the screen.

Notifications are grouped together depending on the app they're coming from. For example, the News app will display notifications based on what news channels you've decided to have alert you. If you click on a notification in the group, the rest expand so you can see all the available notifications of that group. And clicking on a notification, whether it's from the Messages app, News and so on, will open the corresponding app.

This makes viewing notifications a much more efficient process, since there's a minimal use of mouse button clicks and it's easy to see which notification belongs to which app. If you're on the look out for an important news flash report, for example, you can quickly get the information you need when it appears on the screen.



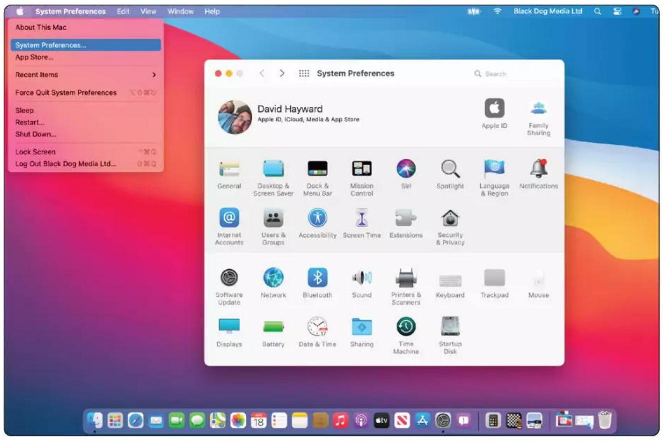
Messages

MESSAGES
Message Failed to Send
The message to [redacted] failed to send.

MESSAGES Yesterday, 14:54
Message Failed to Send
The message to [redacted] failed to send.

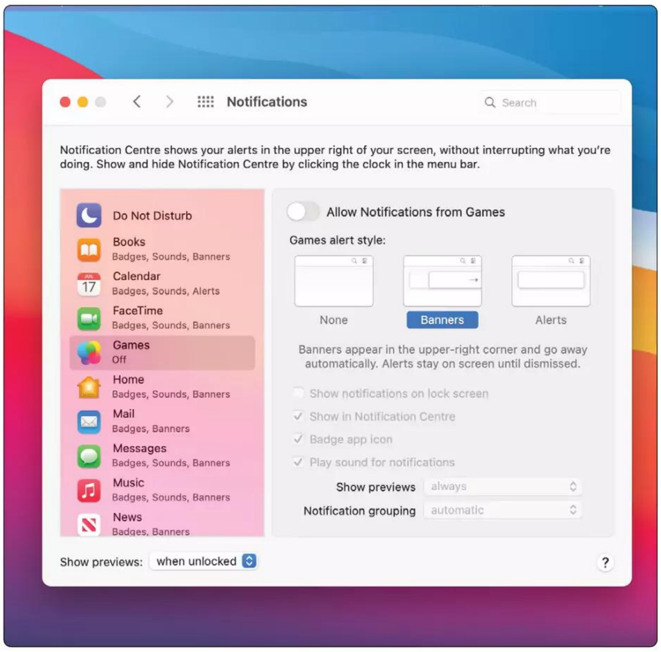
Each notification has an expansion chevron in the upper-right corner of the notification bubble. Click it and the notification will expand to display more information. In addition, by moving the mouse pointer over the notification bubble you'll also see an X in the opposite top corner, for dismissing the notification.

Creating and Removing Notifications


System Preferences
Edit
View
Window
Help
Black Dog Media Ltd
About This Mac
System Preferences...
App Store...
Recent Items
Force Quit System Preferences
Sleep
Restart...
Shut Down...
Lock Screen
Log Out Black Dog Media Ltd...
System Preferences
Search
David Hayward
Apple ID, iCloud, Media & App Store
Apple ID
Family Sharing
General
Desktop & Screen Saver
Dock & Menu Bar
Mission Control
Siri
Spotlight
Language & Region
Notifications
Internet Accounts
Users & Groups
Accessibility
Screen Time
Extensions
Security & Privacy
Software Update
Network
Bluetooth
Sound
Printers & Scanners
Keyboard
Trackpad
Mouse
Displays
Battery
Date & Time
Sharing
Time Machine
Startup Disk

1 Adding and removing app notifications is as simple as navigating to System Preferences > Notifications. You'll find the Notifications 'Bell' icon on the right-hand side of the System Preferences window as it opens.

From there, click the Notifications icon and you'll be presented with all the available apps installed on your Mac that can provide a notification of some sort. Scroll through the list of apps on the left pane of the Notifications window until you find the app you want to setup Notifications for and click on the name of the app.


Notifications
Search

Notification Centre shows your alerts in the upper right of your screen, without interrupting what you're doing. Show and hide Notification Centre by clicking the clock in the menu bar.

Do Not Disturb
Books: Badges, Sounds, Banners
Calendar: Badges, Sounds, Alerts
FaceTime: Badges, Sounds, Banners
Games: Off
Home: Badges, Sounds, Banners
Mail: Badges, Banners
Messages: Badges, Sounds, Banners
Music: Badges, Sounds, Banners
News: Badges, Banners

Allow Notifications from Games

Games alert style: None / Banners / Alerts

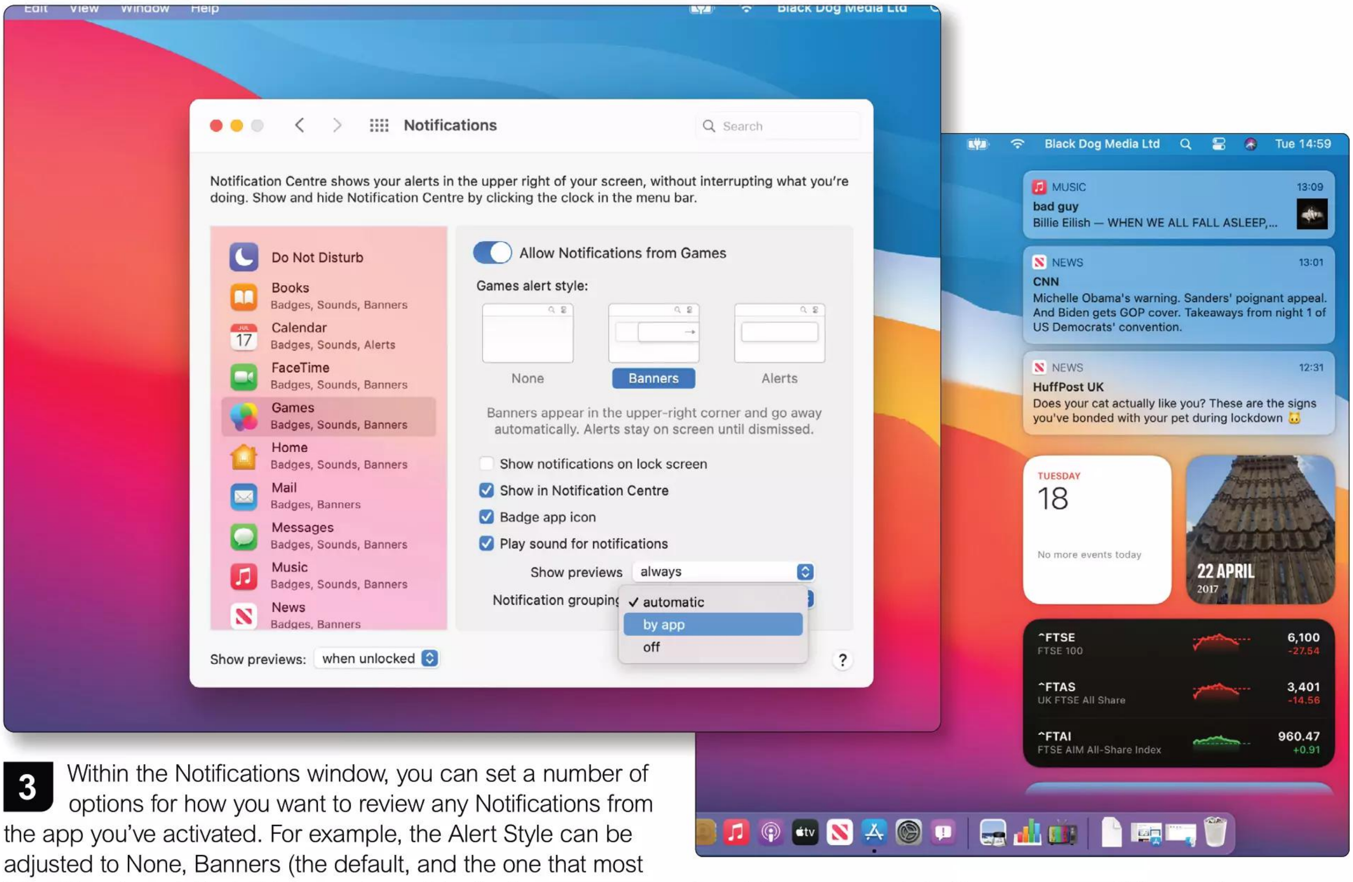
Banners appear in the upper-right corner and go away automatically. Alerts stay on screen until dismissed.

☐ Show notifications on lock screen
☑ Show in Notification Centre
☑ Badge app icon
☑ Play sound for notifications

Show previews: always
Notification grouping: automatic

Show previews: when unlocked

2 When you've found the app you want to create a Notification for, click on the 'Allow Notification from…' slider button to activate it.


Edit
View
Window
Help
Black Dog Media Ltd
Notifications
Search
Tue 14:59

Notification Centre shows your alerts in the upper right of your screen, without interrupting what you're doing. Show and hide Notification Centre by clicking the clock in the menu bar.

Do Not Disturb
Books: Badges, Sounds, Banners
Calendar: Badges, Sounds, Alerts
FaceTime: Badges, Sounds, Banners
Games: Badges, Sounds, Banners
Home: Badges, Sounds, Banners
Mail: Badges, Banners
Messages: Badges, Sounds, Banners
Music: Badges, Sounds, Banners
News: Badges, Banners

Allow Notifications from Games

Games alert style: None / Banners / Alerts

Banners appear in the upper-right corner and go away automatically. Alerts stay on screen until dismissed.

☐ Show notifications on lock screen
☑ Show in Notification Centre
☑ Badge app icon
☑ Play sound for notifications

Show previews: always
Notification grouping: ✓ automatic / by app / off

Show previews: when unlocked

MUSIC 13:09
bad guy
Billie Eilish — WHEN WE ALL FALL ASLEEP,...

NEWS 13:01
CNN
Michelle Obama's warning. Sanders' poignant appeal. And Biden gets GOP cover. Takeaways from night 1 of US Democrats' convention.

NEWS 12:31
HuffPost UK
Does your cat actually like you? These are the signs you've bonded with your pet during lockdown 😺

TUESDAY
18
No more events today

22 APRIL
2017

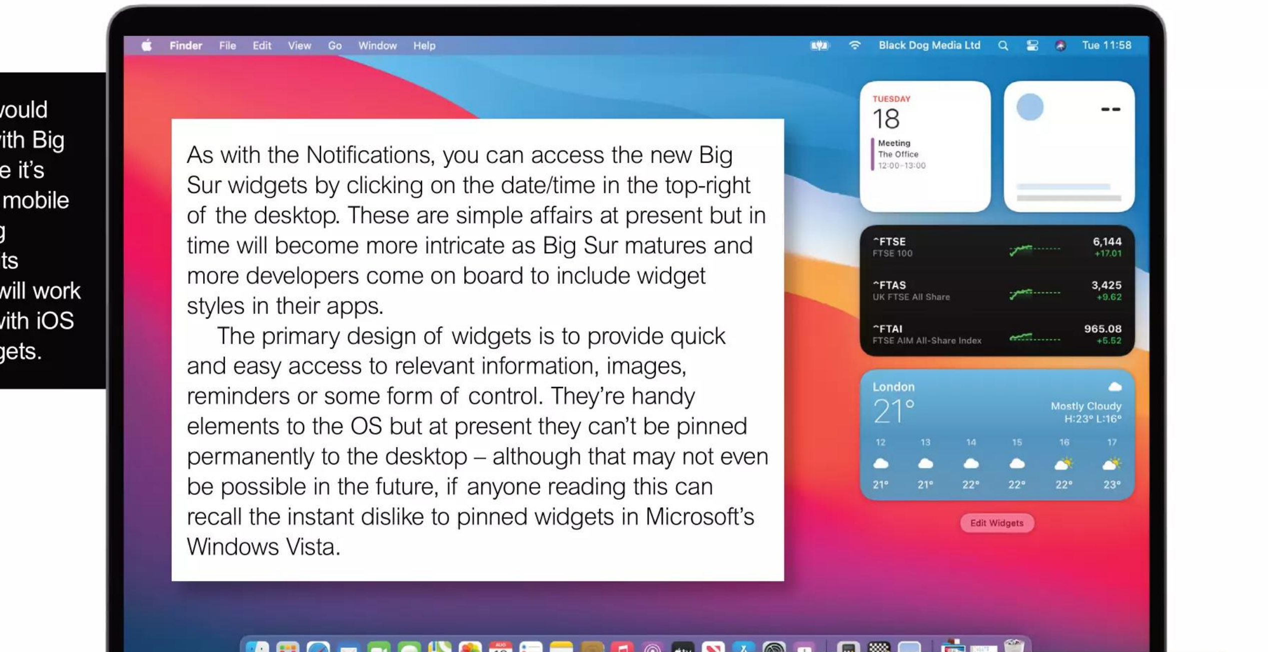
^FTSE FTSE 100	6,100	-27.54
^FTAS UK FTSE All Share	3,401	-14.56
^FTAI FTSE AIM All-Share Index	960.47	+0.91

3 Within the Notifications window, you can set a number of options for how you want to review any Notifications from the app you've activated. For example, the Alert Style can be adjusted to None, Banners (the default, and the one that most folk will use), and Alerts. You can also opt to display Notifications on the lock screen – although this is considered a security risk if you leave your Mac unattended. There's also options to play a sound when a Notification comes in and you can set the Notification Grouping to Automatic, By App or Off.

4 As your use of Big Sur grows, so will the number of Notifications you'll generate over the course of a week or even a day. You'll quickly come to appreciate the new Notifications layout and design and how it greatly improves the process of discovering alerts and notifications.

Working with Widgets

Although widgets were introduced to macOS with the release of OS X Yosemite, they were limited in terms of the their design, functionality and customisation. However, Big Sur has launched a new style of Widgets that offers better customisation and a more personalised experience.


Finder File Edit View Go Window Help
Black Dog Media Ltd
Tue 11:58
TUESDAY
18
Meeting
The Office
12:00–13:00
^FTSE
FTSE 100
6,144
+17.01
^FTAS
UK FTSE All Share
3,425
+9.62
^FTAI
FTSE AIM All-Share Index
965.08
+5.52
London
21°
Mostly Cloudy
H:23° L:16°
12 13 14 15 16 17
21° 21° 22° 22° 22° 23°
Edit Widgets

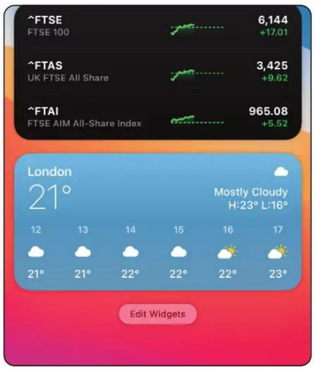
As you would expect with Big Sur, since it's one-part mobile operating system, its widgets will work in sync with iOS 14's widgets.

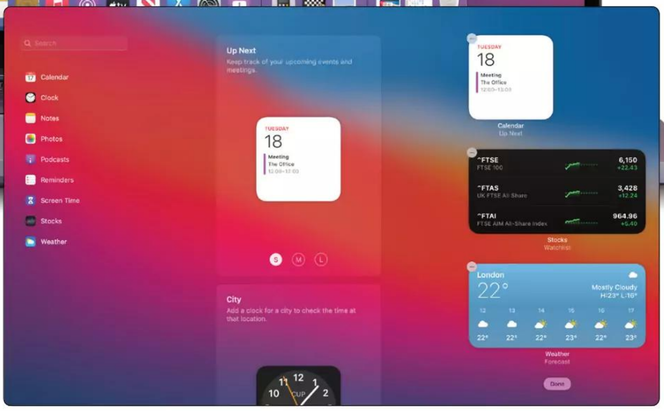
As with the Notifications, you can access the new Big Sur widgets by clicking on the date/time in the top-right of the desktop. These are simple affairs at present but in time will become more intricate as Big Sur matures and more developers come on board to include widget styles in their apps.

The primary design of widgets is to provide quick and easy access to relevant information, images, reminders or some form of control. They're handy elements to the OS but at present they can't be pinned permanently to the desktop – although that may not even be possible in the future, if anyone reading this can recall the instant dislike to pinned widgets in Microsoft's Windows Vista.

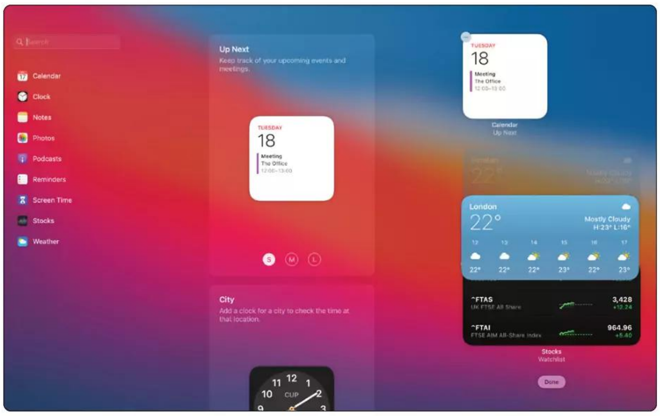
Arranging Your Widgets

1 Every aspect of controlling your widgets comes from the Edit Widgets button. You'll find this at the bottom of the widgets area. Simply click on the date/time function, then move the mouse to the bottom of the widget area that's slid-in from the left-hand side of the desktop. Click Edit Widgets when you see it.

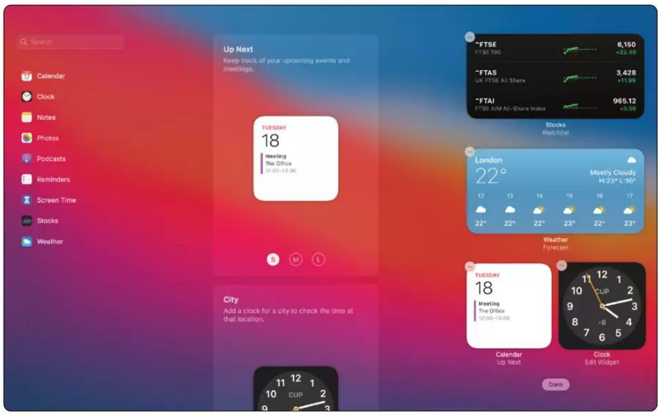

^FTSE
FTSE 100
6,144
+17.01
^FTAS
UK FTSE All Share
3,425
+9.62
^FTAI
FTSE AIM All-Share Index
965.08
+5.52
London
21°
Mostly Cloudy
H:23° L:16°
12 13 14 15 16 17
21° 21° 22° 22° 22° 23°
Edit Widgets


Search
Calendar
Clock
Notes
Photos
Podcasts
Reminders
Screen Time
Stocks
Weather
Up Next
18
City
Calendar
Stocks
Weather
Done

2 The Edit Widgets display is split into three panels: the left-hand panel is made up of the available widgets, as well as a Search box to locate additional widgets as they're developed. The middle panel shows a collection of the widgets and what they'll look like, as well as your main interaction with adding new widgets. And the right-hand panel is where you'll be able to rearrange any current widgets or remove them if necessary.


Calendar
Clock
Notes
Photos
Podcasts
Reminders
Screen Time
Stocks
Weather
Up Next
City
Done

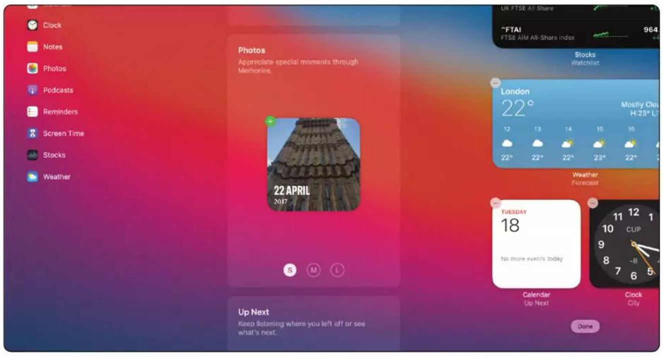
3 If you want to move a current widget, for example, click and hold the widget of choice and drag it over one of the other widgets. You'll notice that widgets will shift their position based on where you want to place them, as well as being based on the size of the widget in question.


Calendar
Clock
Notes
Photos
Podcasts
Reminders
Screen Time
Stocks
Weather
Up Next
City
Done

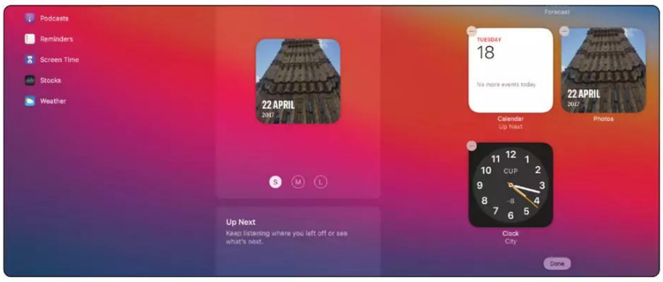
4 For example, two smaller widgets can be placed side-by-side, whereas the longer widgets will need more room. When you're finished moving them around, you can click on the Done button at the bottom-right of the widgets display. This will return you to the desktop and display your widgets in their new positions.

Adding or Removing Widgets

The process for adding new widgets or removing some of the old ones is just as easy. Once again, click on the date/time icon, followed by the Edit Widgets button when it appears at the bottom of your current widget groupings.

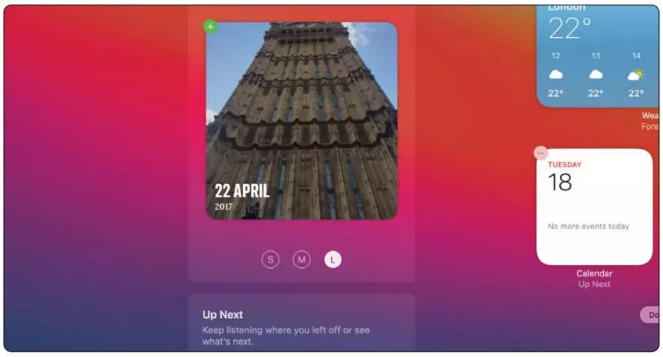

Photos
22 APRIL
Up Next
Done

1 To add a new widget, either check out the available widgets on the left-hand panel or use the search function to locate any specific widgets. Alternatively, you can scroll through the widgets available in the middle panel.

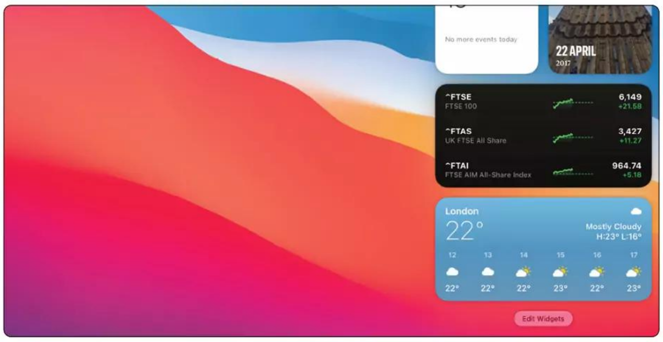

22 APRIL
Up Next
Done

3 As you add more widgets they'll begin to push the previous widgets up the screen. You can scroll through your widgets as normal, using either a scroll wheel on a mouse or by two-fingers sliding on the Touchpad.

To remove any widgets and cut down on unnecessary clutter, simply click on the minus sign in the top-left of the widget that's currently occupying your desktop; in other words, the group of widgets in the right-hand panel.


22 APRIL
S
M
L
Up Next

2 When you have the widget you want, you have some sizing options to be aware of. Each widget can be sized as either Small, Medium or Large; using the S, M, L buttons under the widget. When you've found the size you want, click on the green plus icon in the top-left corner of the widget, which will add it to the list of widgets in the right-hand pane. And when you're finished, click on the Done button to return to the desktop.

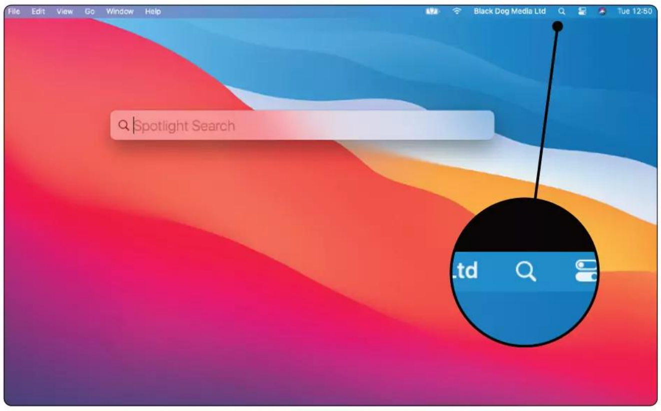

22 APRIL
London
Edit Widgets

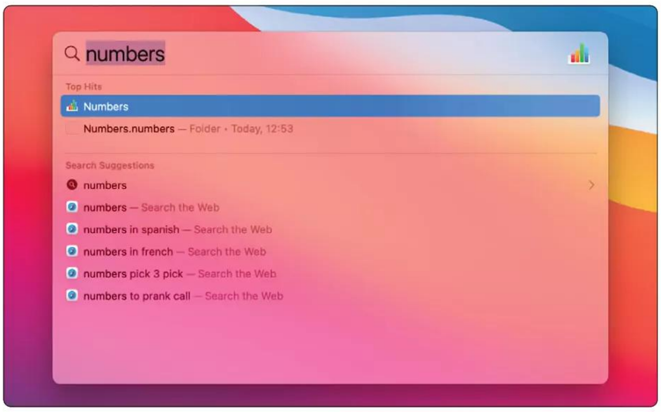
4 This will remove the selected widget and move the remaining widgets down the screen. When you're ready, click on the Done button to return to the desktop and see how they're stacked.

The Spotlight Feature
Search Your Mac

Spotlight Search is Apple's unique and ultra-powerful search system that can find almost anything on your Mac. There's a whole raft of great features, making it a really powerful and useful tool that's integrated into the apps that you use every day. Here's how to get the most from the Spotlight feature.

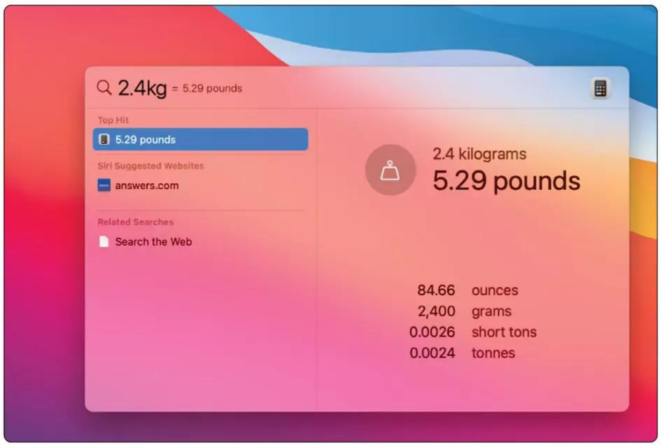
Using Spotlight's Features

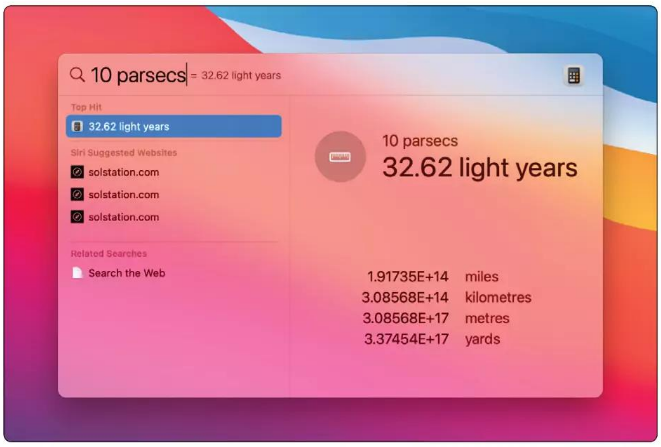

File Edit View Go Window Help
Black Dog Media Ltd
Tue 12:50
Spotlight Search
.td


numbers
Top Hits
Numbers
Numbers.numbers — Folder • Today, 12:53
Search Suggestions
numbers
numbers — Search the Web
numbers in spanish — Search the Web
numbers in french — Search the Web
numbers pick 3 pick — Search the Web
numbers to prank call — Search the Web

1 To start using Spotlight, press CMD and the space bar or click the magnifying glass in the top menu and the Spotlight Search window appears. In Big Sur, as with macOS Catalina, you can drag this window to wherever you want on the screen; it's not fixed in position.

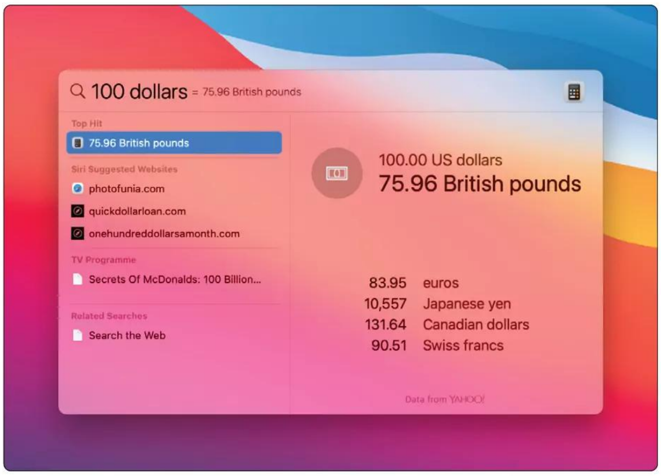
2 Start typing your search query into Spotlight and immediately answers appear, with suggestions based on the contents of your computer as well as other sources. This may mean you only have to type a few letters of your search term to find what you're looking for.


2.4kg = 5.29 pounds
Top Hit
5.29 pounds
Siri Suggested Websites
answers.com
Related Searches
Search the Web
2.4 kilograms
5.29 pounds
84.66 ounces
2,400 grams
0.0026 short tons
0.0024 tonnes


10 parsecs = 32.62 light years
Top Hit
32.62 light years
Siri Suggested Websites
solstation.com
solstation.com
solstation.com
Related Searches
Search the Web
10 parsecs
32.62 light years
1.91735E+14 miles
3.08568E+14 kilometres
3.08568E+17 metres
3.37454E+17 yards

3 Spotlight can do instant unit conversions for you. For example, if you want to convert from imperial to metric weights (or vice versa) you just type in the number and a type of unit, such as kilograms or pounds and Spotlight instantly converts into other commonly used units.

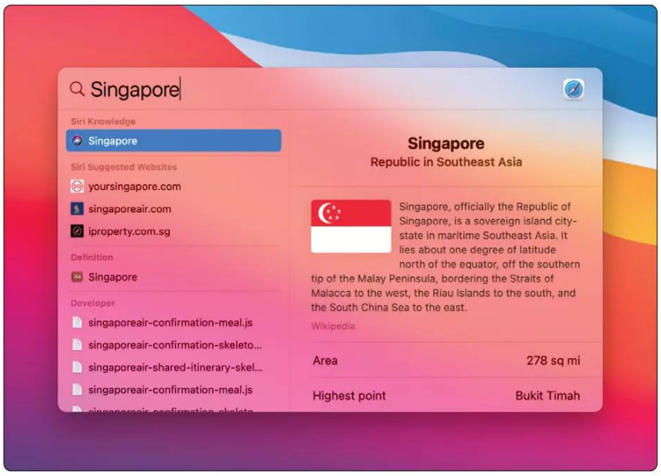
4 It works in a similar way with distances and lengths, which Spotlight can instantly convert into other units. For example, if you type a distance in miles it instantly shows what it is in kilometres, metres, yards, feet and inches. You can even convert parsecs into light years.


100 dollars = 75.96 British pounds
Top Hit
75.96 British pounds
Siri Suggested Websites
photofunia.com
quickdollarloan.com
onehundreddollarsamonth.com
TV Programme
Secrets Of McDonalds: 100 Billion...
Related Searches
Search the Web
Data from YAHOO!

100.00 US dollars
75.96 British pounds

83.95 euros
10,557 Japanese yen
131.64 Canadian dollars
90.51 Swiss francs

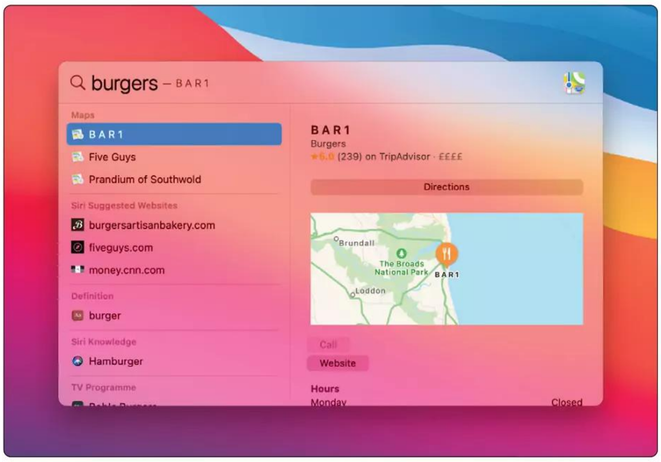
5 Spotlight can do some currency conversions. Type in a number and currency unit, such as dollars or pounds, and Spotlight gives you the equivalent value in a range of currencies at the current market value.


Singapore
Siri Knowledge
Singapore
Siri Suggested Websites
yoursingapore.com
singaporeair.com
iproperty.com.sg
Definition
Singapore
Developer
singaporeair-confirmation-meal.js
singaporeair-confirmation-skeleto...
singaporeair-shared-itinerary-skel...
singaporeair-confirmation-meal.js
Singapore
Republic in Southeast Asia
Wikipedia

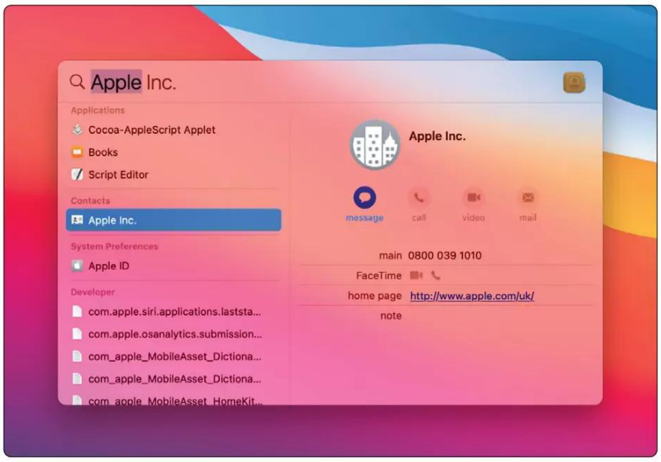
Singapore, officially the Republic of Singapore, is a sovereign island city-state in maritime Southeast Asia. It lies about one degree of latitude north of the equator, off the southern tip of the Malay Peninsula, bordering the Straits of Malacca to the west, the Riau Islands to the south, and the South China Sea to the east.

Area 278 sq mi
Highest point Bukit Timah

6 For more conventional searches, Spotlight pulls its information from a wide range of sources, such as Wikipedia and documents it finds on your Mac. Search results are listed by category down the left side of the search window.

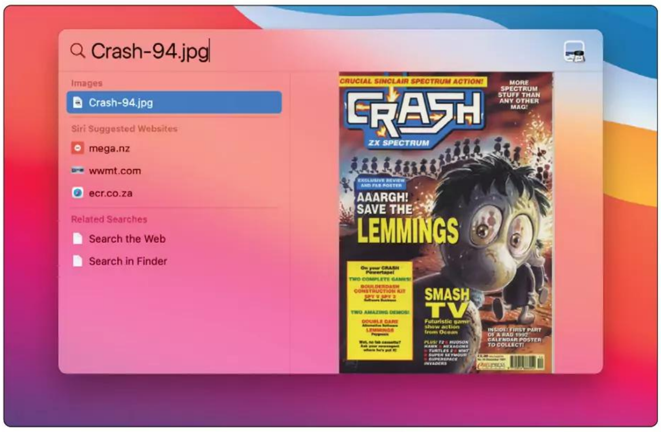

burgers – BAR1
Maps
BAR1
Five Guys
Prandium of Southwold
Siri Suggested Websites
burgersartisanbakery.com
fiveguys.com
money.cnn.com
Definition
burger
Siri Knowledge
Hamburger
TV Programme
BAR1
Burgers
6.0 (239) on TripAdvisor · ££££
Directions
Brundall
The Broads National Park
BAR1
Loddon
Call
Website
Hours
Monday
Closed

7 If you're looking for local businesses or sites of interest, simply type the name into Spotlight and you'll quickly find what you're looking for, complete with a link to the Maps app and the option of travel directions from your current location.

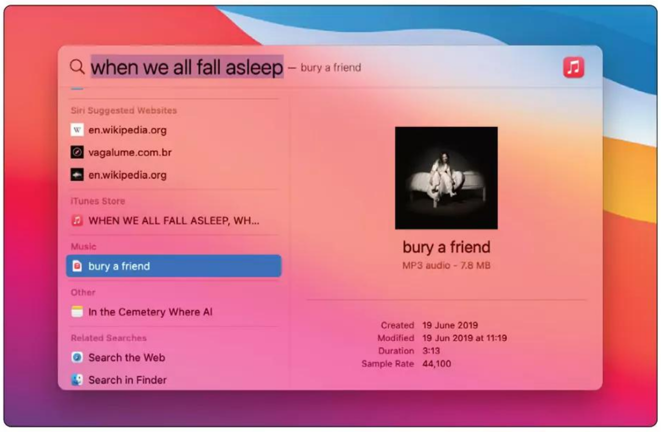

Apple Inc.
Applications
Cocoa-AppleScript Applet
Books
Script Editor
Contacts
Apple Inc.
System Preferences
Apple ID
Developer
com.apple.siri.applications.laststa...
com.apple.osanalytics.submission...
com_apple_MobileAsset_Dictiona...
com_apple_MobileAsset_Dictiona...
com_apple_MobileAsset_HomeKit...
Apple Inc.
message
call
video
mail

main 0800 039 1010
FaceTime
home page http://www.apple.com/uk/
note

8 You can find people with Spotlight too. Start typing the name of someone you know, and Spotlight quickly finds that person in your Contacts list and displays their contact details in the results window. Things like chat threads, Facebook comments and emails are also listed.


Crash-94.jpg
Images
Crash-94.jpg
Siri Suggested Websites
mega.nz
wwmt.com
ecr.co.za
Related Searches
Search the Web
Search in Finder
CRUCIAL SINCLAIR SPECTRUM ACTION!
CRASH
ZX SPECTRUM
MORE SPECTRUM STUFF THAN ANY OTHER MAG!
AAARGH! SAVE THE LEMMINGS
SMASH TV
Futuristic game show action from Ocean
INSIDE! FIRST PART OF A RAD 1992 CALENDAR POSTER TO COLLECT!

9 Spotlight is also closely integrated into the core macOS apps, such as Photos. Start typing in your search term, like the title of a particular image or photo album in your Photos app, and Spotlight quickly locates it and takes you straight to it.


when we all fall asleep – bury a friend
Siri Suggested Websites
en.wikipedia.org
vagalume.com.br
en.wikipedia.org
iTunes Store
WHEN WE ALL FALL ASLEEP, WH...
Music
bury a friend
Other
In the Cemetery Where Al
Related Searches
Search the Web
Search in Finder
bury a friend
MP3 audio - 7.8 MB

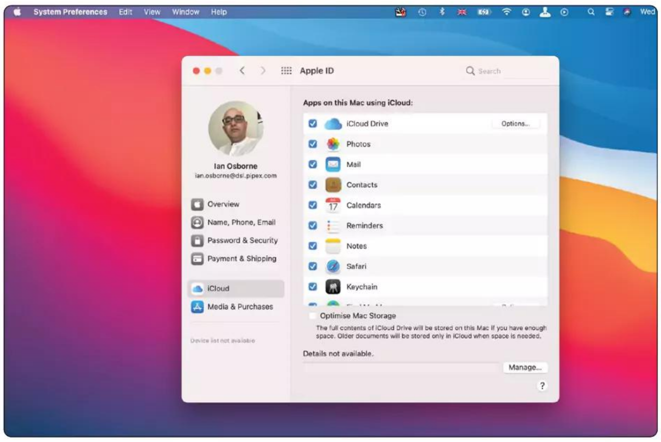
Created 19 June 2019
Modified 19 Jun 2019 at 11:19
Duration 3:13
Sample Rate 44,100

10 Spotlight can find music by searching through your iTunes collection to find albums, tracks and artists. Type a band name, a track name or even the name of a band member. Recordings with that name or by that band or person are shown.

Setting Up Email For the Mail App

With email, you can send mails and attachments anywhere in the world, at the push of a button. It's there instantly too. Here we take a look at what email is, how you can get yourself an email address and how you can use your email accounts on your Mac, with Apple's bundled email client, the Mail app.

Setting Up Your iCloud Email

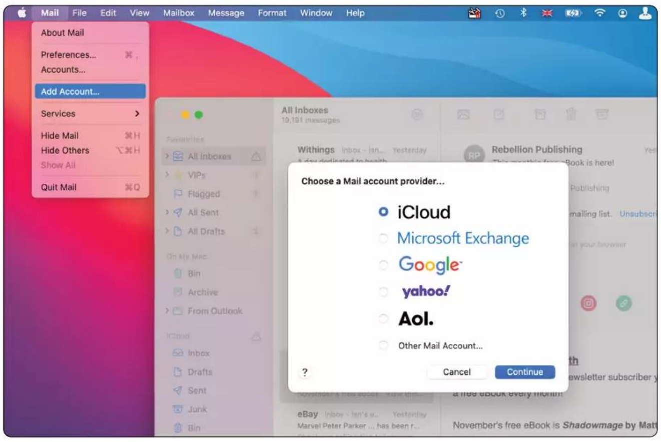

System Preferences
Edit
View
Window
Help
Apple ID
Search
Ian Osborne
ian.osborne@dsl.pipex.com
Overview
Name, Phone, Email
Password & Security
Payment & Shipping
iCloud
Media & Purchases
Apps on this Mac using iCloud:
iCloud Drive
Options...
Photos
Mail
Contacts
Calendars
Reminders
Notes
Safari
Keychain
Manage...
?

Optimise Mac Storage

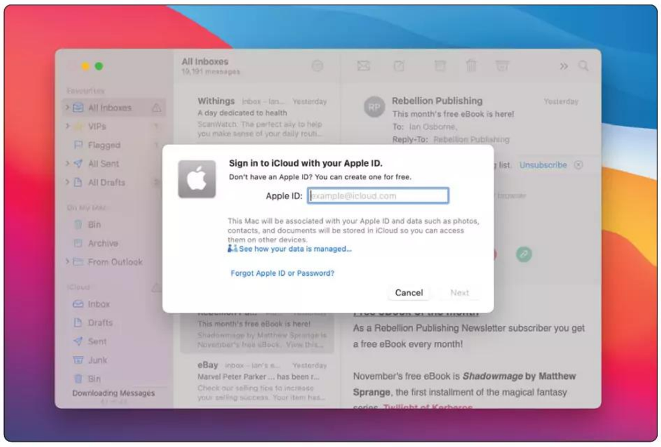
The full contents of iCloud Drive will be stored on this Mac if you have enough space. Older documents will be stored only in iCloud when space is needed.

Details not available.

1 If you set up your Apple ID during your Mac's initial setup, or if you signed in with an existing Apple ID, your iCloud email account is already in place. But if not, or if you want to add another iCloud email account to your Mail client, follow these instructions.


Mail
File
Edit
View
Mailbox
Message
Format
Window
Help
About Mail
Preferences...
Accounts...
Add Account...
Services
Hide Mail
Hide Others
Show All
Quit Mail
All Inboxes
Choose a Mail account provider...
iCloud
Microsoft Exchange
Google
yahoo!
Aol.
Other Mail Account...
?
Cancel
Continue

2 Open the Mail application from the Dock and then under the Mail drop-down menu found in the left of the menu bar, click on the Add Account... link. From the pop-up menu that appears, select the iCloud link and then click on the Continue button.

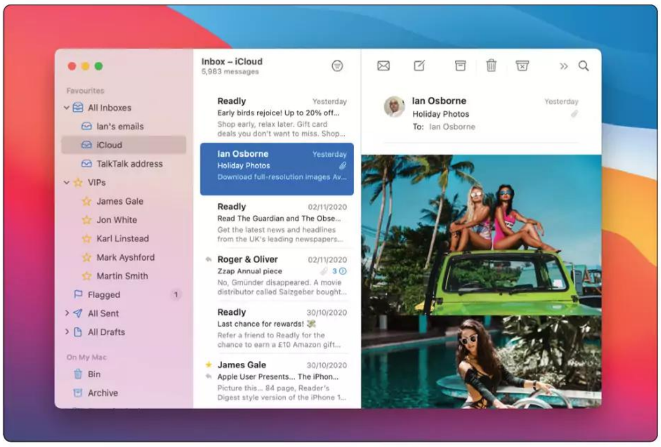

All Inboxes
19,191 messages
Withings
Rebellion Publishing
eBay
Apple ID:
example@icloud.com
See how your data is managed...
Forgot Apple ID or Password?
Cancel
Next

Sign in to iCloud with your Apple ID.

Don't have an Apple ID? You can create one for free.

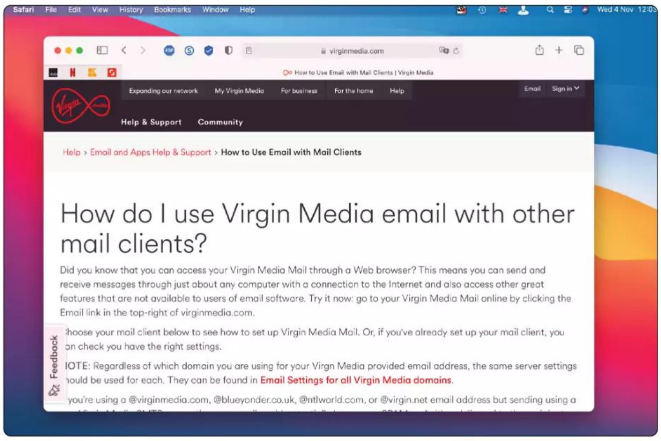
This Mac will be associated with your Apple ID and data such as photos, contacts, and documents will be stored in iCloud so you can access them on other devices.

3 Now enter the Apple ID for the iCloud email account you want to add to your Mail app, and then the password. When you have confirmed your details you can then click on the Sign In button to take you to the next step.


Inbox – iCloud
5,983 messages
Favourites
All Inboxes
Ian's emails
iCloud
TalkTalk address
VIPs
James Gale
Jon White
Karl Linstead
Mark Ayshford
Martin Smith
Flagged
All Sent
All Drafts
On My Mac
Bin
Archive
Readly
Ian Osborne
Holiday Photos
Roger & Oliver
James Gale
To: Ian Osborne

4 On the next screen, click on Add Account and your iCloud account is added to the Mail app, for you to use on your Mac. Your iCloud email can be your sole email account or you can use it in Mail or alongside others if you wish.

Setting Up Email


Safari File Edit View History Bookmarks Window Help
virginmedia.com
How to Use Email with Mail Clients | Virgin Media
Expanding our network
My Virgin Media
For business
For the home
Help
Email
Sign in
Help & Support
Community
Feedback

Help › Email and Apps Help & Support › How to Use Email with Mail Clients

How do I use Virgin Media email with other mail clients?

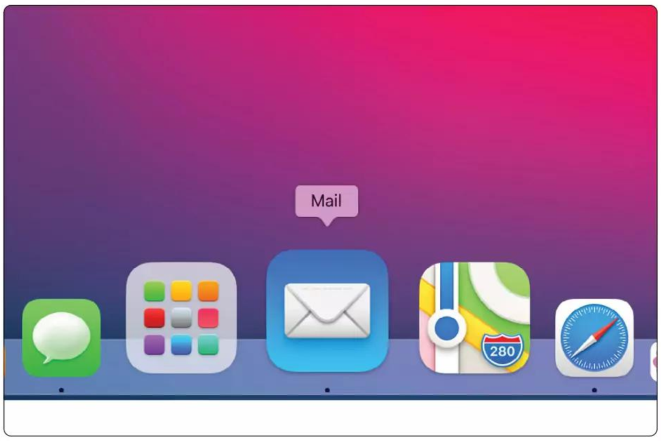
Did you know that you can access your Virgin Media Mail through a Web browser? This means you can send and receive messages through just about any computer with a connection to the Internet and also access other great features that are not available to users of email software. Try it now: go to your Virgin Media Mail online by clicking the Email link in the top-right of virginmedia.com.

hoose your mail client below to see how to set up Virgin Media Mail. Or, if you've already set up your mail client, you an check you have the right settings.

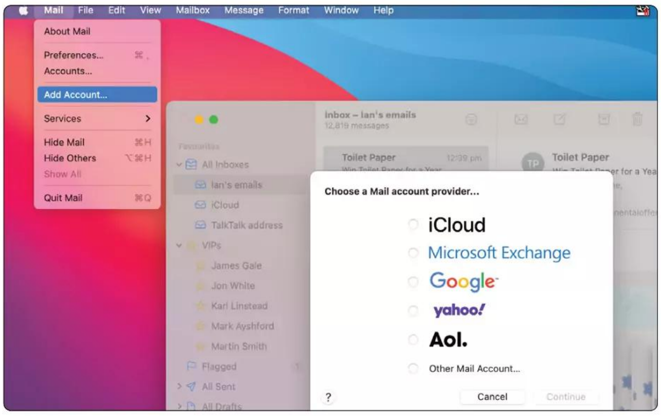
IOTE: Regardless of which domain you are using for your Virgn Media provided email address, the same server settings hould be used for each. They can be found in Email Settings for all Virgin Media domains.

you're using a @virginmedia.com, @blueyonder.co.uk, @ntlworld.com, or @virgin.net email address but sending using a

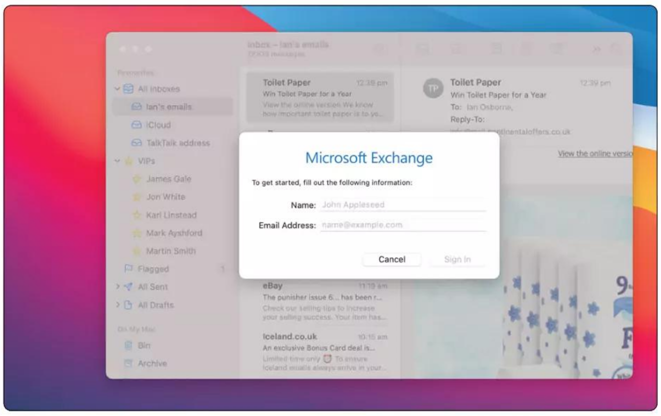
1 To configure your Mac to access your email account from your Internet service provider, you need your email address, your password to access your email account, and POP or IMAP (incoming) and SMTP (outgoing) server addresses.



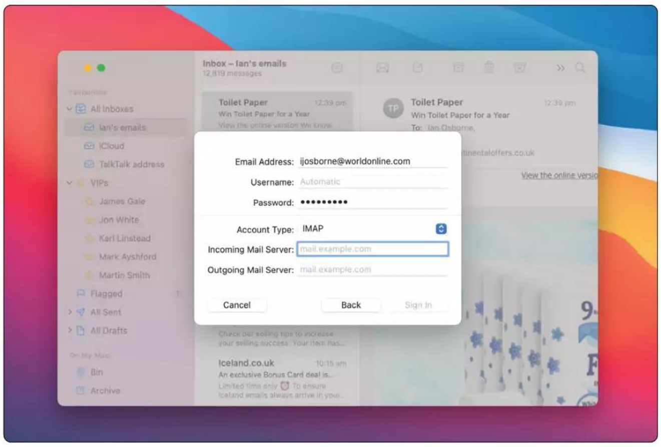
2 macOS Catalina includes a sophisticated email program, simply called Mail. You can find it on the Dock, as it's there by default. The Mail App's icon looks like a postage stamp showing an eagle. Click on this icon to open the Mail app.


Mail File Edit View Mailbox Message Format Window Help
About Mail
Preferences...
Accounts...
Add Account...
Services
Hide Mail
Hide Others
Show All
Quit Mail
Inbox – Ian's emails
12,819 messages
All Inboxes
Ian's emails
iCloud
TalkTalk address
VIPs
James Gale
Jon White
Karl Linstead
Mark Ayshford
Martin Smith
Flagged
All Sent
All Drafts
Toilet Paper
Choose a Mail account provider...
iCloud
Microsoft Exchange
Google
yahoo!
Aol.
Other Mail Account...
?
Cancel
Continue

3 When you first open Mail you're prompted to set up your first email account. If you've previously used Mail or set up another account, you can add further new accounts by going to the Mail menu and selecting Add Account.

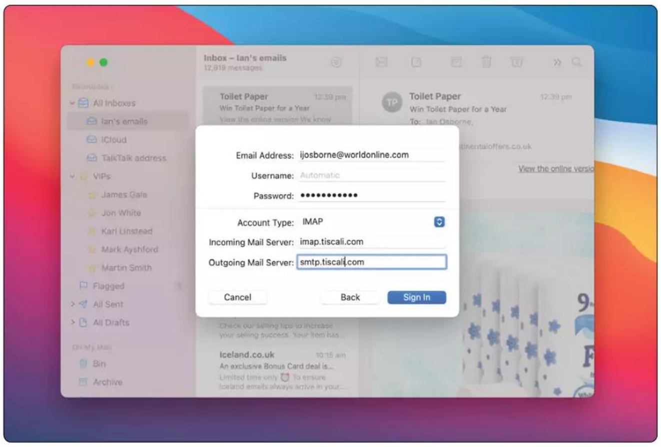

Microsoft Exchange
To get started, fill out the following information:
Name:
John Appleseed
Email Address:
name@example.com
Cancel
Sign In

4 If it's another web-based email service you're adding, you must now enter your full name (this appears in your own, and other people's, contact lists), your email address and your password. Do this, and your account is added.


Inbox – Ian's emails
12,819 messages
Toilet Paper
Win Toilet Paper for a Year
Iceland.co.uk
mail.example.com
Cancel
Back
Sign In

Email Address: ijosborne@worldonline.com
Username: Automatic
Password: ••••••••••
Account Type: IMAP

5 If you're adding an account from your Internet Service Provider, select Other Mail Provider from the screen in Step 3. Enter details such as username, password and server information provided by your ISP. The server information should also be on the ISP's website.

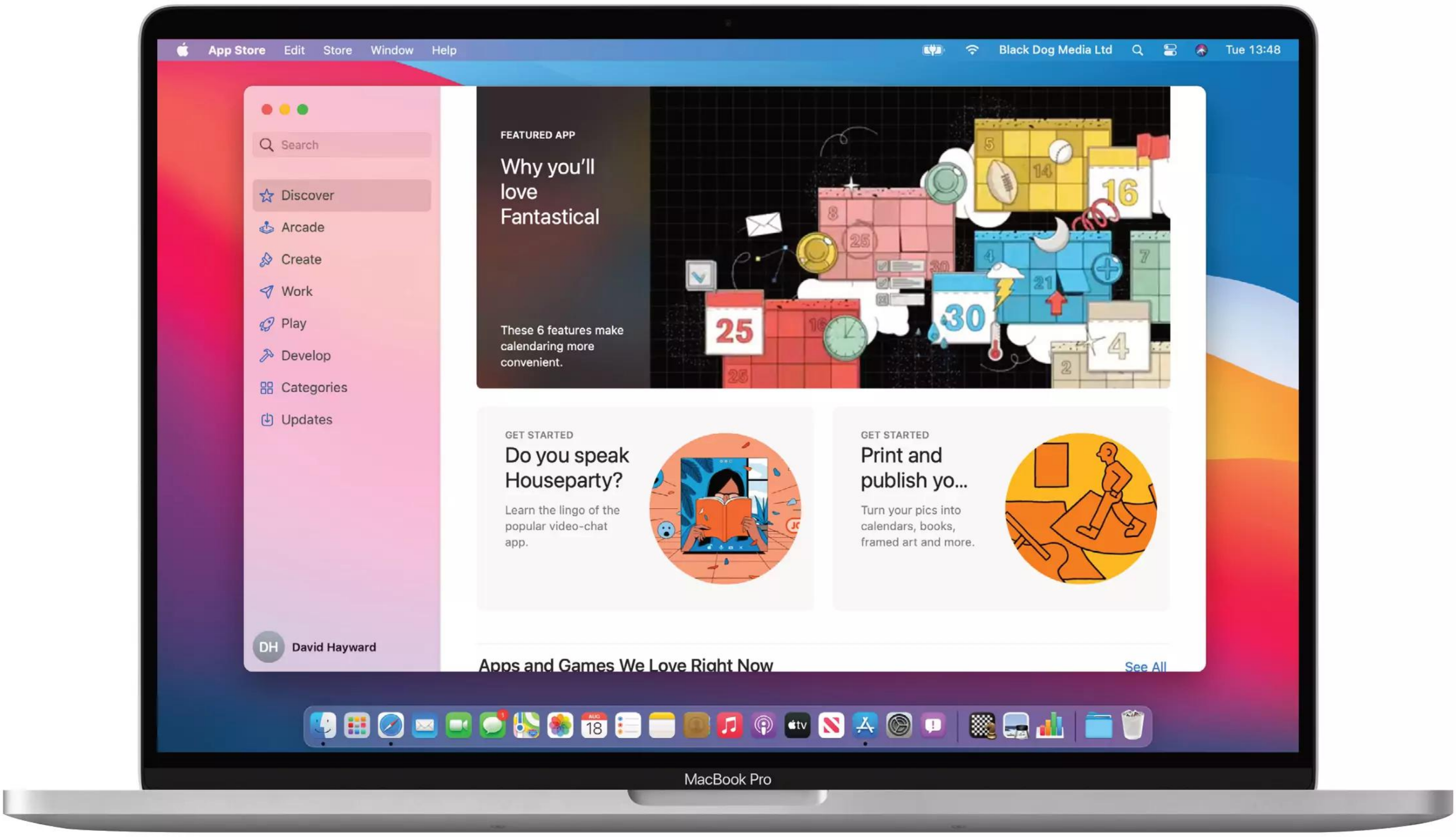

Inbox – Ian's emails
12,819 messages
Toilet Paper
Win Toilet Paper for a Year
Iceland.co.uk
Cancel
Back
Sign In

Email Address: ijosborne@worldonline.com
Username: Automatic
Password: ••••••••••••
Account Type: IMAP
Incoming Mail Server: imap.tiscali.com
Outgoing Mail Server: smtp.tiscali.com

6 Fill in all the information for which you're asked. The exact information required depends on the service provider in question, but it typically includes incoming and outgoing mail server addresses, your username, and your password. When you've finished, click on Sign In to finish.

Installing New Apps On Your Mac

Installing new apps on a Mac can often be a confusing experience; as it often is with other operating systems too. However, with this quick guide to hand, you'll soon learn how to best install apps and how to avoid any potential malware at the same time.


App Store
Edit
Store
Window
Help
Black Dog Media Ltd
Tue 13:48
Search
Discover
Arcade
Create
Work
Play
Develop
Categories
Updates
DH
David Hayward
FEATURED APP
GET STARTED
GET STARTED
See All
MacBook Pro

Why you'll love Fantastical

These 6 features make calendaring more convenient.

Do you speak Houseparty?

Learn the lingo of the popular video-chat app.

Print and publish yo...

Turn your pics into calendars, books, framed art and more.

Apps and Games We Love Right Now

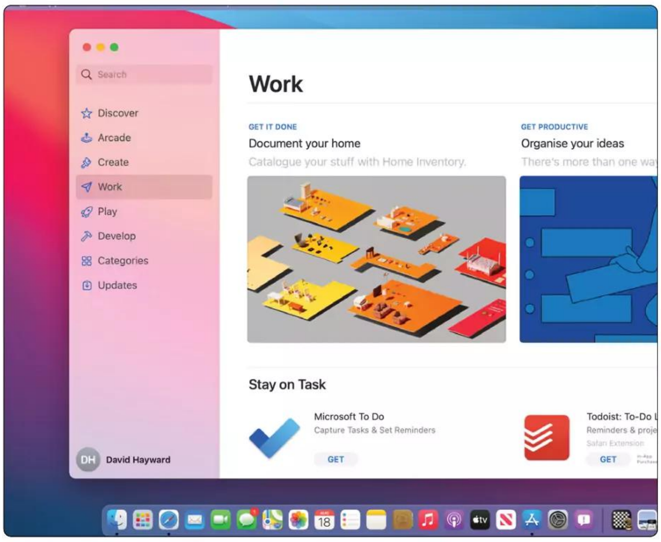
The Mac App Store

The Apple Mac Store is an impressive market place of apps, that have been registered and cleared with Apple to run on your Mac without any hint of anything unwarranted – such as malware. But it doesn't have everything on offer. There are times when you may need to go outside the Mac App Store in order to get hold of a vital app, and this is where the confusion often arises.

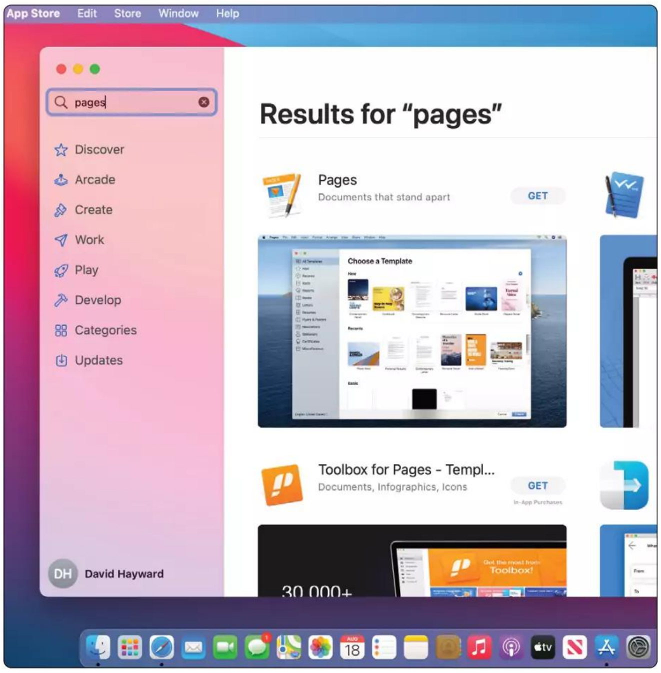
Beyond the Mac App Store you'll find all manner of different kinds of apps and these are often packaged differently depending on the developer. You can find DMG files with apps inside them, PKG installers and even Zip archives with applications inside. Let's keep things simple to begin with and start with the Mac App Store.

Installing from the Mac App Store

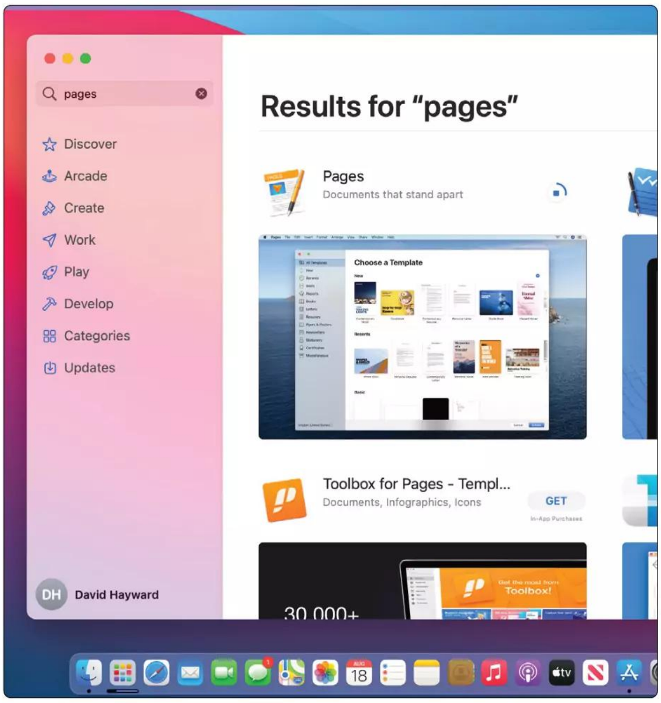
The Mac App Store is a safe and friendly place for the Mac user to visit and install apps from. Open the App Store via the Dock and you'll notice that there are categories on the left-pane, while the content relating to each category is in the right-hand or main pane. There's also a handy Search bar at the top of the App Store window.


Search
Discover
Arcade
Create
Work
Play
Develop
Categories
Updates
David Hayward
Work
GET IT DONE
Document your home
Catalogue your stuff with Home Inventory.
GET PRODUCTIVE
Organise your ideas
Stay on Task
Microsoft To Do
Capture Tasks & Set Reminders
GET
Todoist: To-Do L
GET

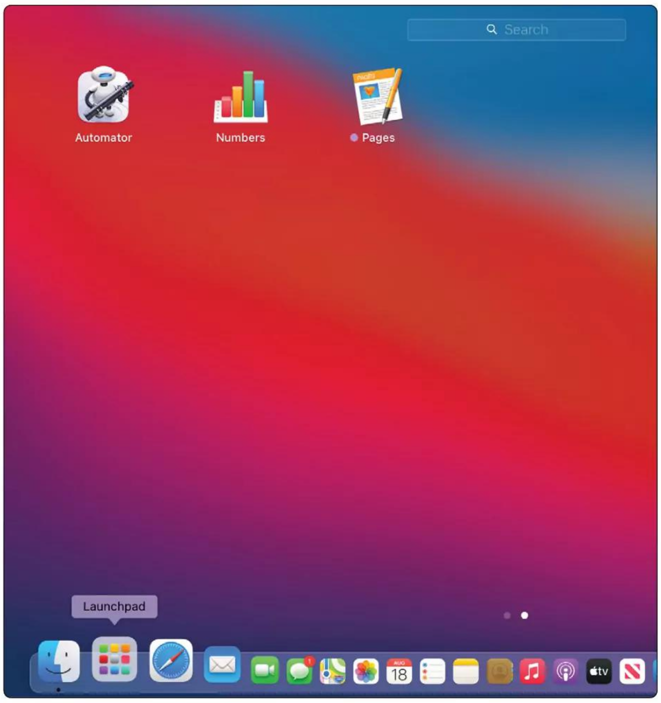
1 To install an app from the Mac App Store, either locate it via the Search bar – providing you know what you're looking for – or select it from one of the categories.


App Store
Edit
Store
Window
Help
pages
Discover
Arcade
Create
Work
Play
Develop
Categories
Updates
David Hayward
Results for "pages"
Pages
Documents that stand apart
GET
Toolbox for Pages - Templ...
Documents, Infographics, Icons
GET
In-App Purchases
30,000+

2 When you've found the app you want to install, click on the Get button next to its title above the screenshot for the app. This will change to a green Install button and when you click on Install and sign in with your Apple ID, it will begin the process of downloading and installing the app to your Mac.


pages
Discover
Arcade
Create
Work
Play
Develop
Categories
Updates
David Hayward
Results for "pages"
Pages
Documents that stand apart
Toolbox for Pages - Templ...
Documents, Infographics, Icons
GET
In-App Purchases
30,000+

3 The downloading and installation process may take some time, depending on the size of the app your installing and your connection to the Internet. Progress is measured with a circle where the Install button was, which is gradually filled as the app is installed. If you need to cancel the installation at any point, then click the square inside the gradually filling circle.

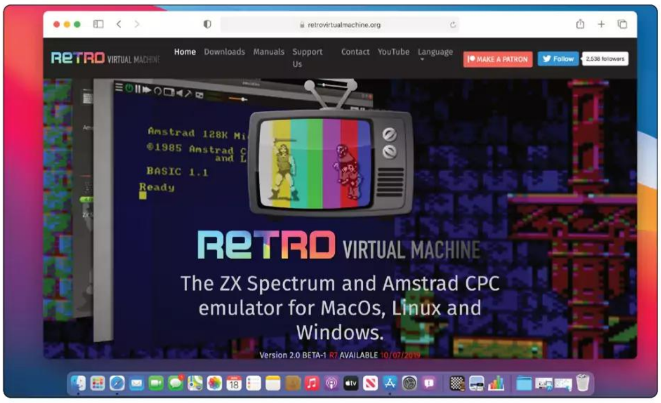

Search
Automator
Numbers
Pages
Launchpad

4 Once the app has finished downloading and installing, you can either click the Open button – which has replaced the filled circle in the Mac App Store or you can find the newly installed app through the Launchpad via the Dock. Updates are handled by the App Store and anything you purchase on one Mac will work on another Mac. It's a quick, simple and convenient way to work.

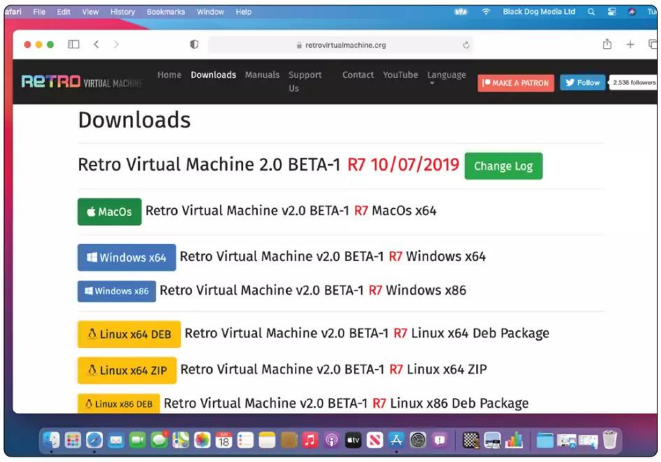
Third-Party Apps

Installing from third-party apps does carry some baggage. For one, you're not going to get updates from the Mac App Store, which may lead to an unresponsive app as the core macOS system is updated. Secondly, there's a potential security risk, as you've no way of knowing if the app you're installing has any form of malware hidden deep within it. And thirdly, it's not often quite as simple as a single click.

On the flip-side, though, if it's the app you need, then you've got very little choice in the matter. All you can do is ensure that the source you're downloading it from is reputable. Do some research into the site and the app beforehand – simply Googling the name of the app and site can yield good results. If alarm bells start ringing in your head, then there's possibly something wrong, so avoid it and look for an alternative. Otherwise, let's go.


retrovirtualmachine.org
RETRO VIRTUAL MACHINE
Home
Downloads
Manuals
Support Us
Contact
YouTube
Language
MAKE A PATRON
Follow
2,538 followers
Amstrad 128K Mi
©1985 Amstrad C and L
BASIC 1.1
Ready
RETRO VIRTUAL MACHINE
The ZX Spectrum and Amstrad CPC emulator for MacOs, Linux and Windows.
Version 2.0 BETA-1 R7 AVAILABLE 10/07/2019

1 Begin by locating the app you want to install – as previously mentioned, look for a reputable site. Ensure that it actually has a macOS version available, as Windows or Linux developed apps won't work on a Mac (unless you do some clever work in the background).


Safari
File
Edit
View
History
Bookmarks
Window
Help
Black Dog Media Ltd
retrovirtualmachine.org
RETRO VIRTUAL MACHINE
Home
Downloads
Manuals
Support Us
Contact
YouTube
Language
MAKE A PATRON
Follow
2,538 followers

Downloads

Retro Virtual Machine 2.0 BETA-1 R7 10/07/2019 Change Log

MacOs Retro Virtual Machine v2.0 BETA-1 R7 MacOs x64

Windows x64 Retro Virtual Machine v2.0 BETA-1 R7 Windows x64

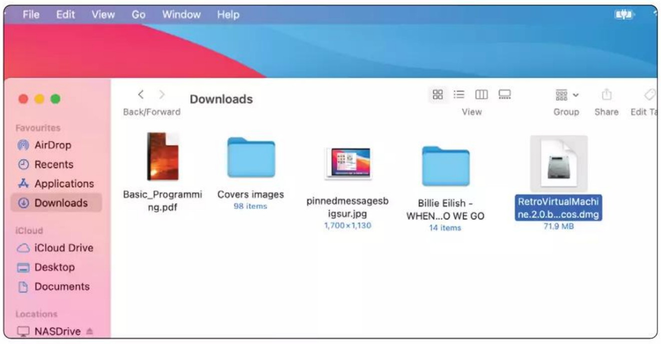
Windows x86 Retro Virtual Machine v2.0 BETA-1 R7 Windows x86

Linux x64 DEB Retro Virtual Machine v2.0 BETA-1 R7 Linux x64 Deb Package

Linux x64 ZIP Retro Virtual Machine v2.0 BETA-1 R7 Linux x64 ZIP

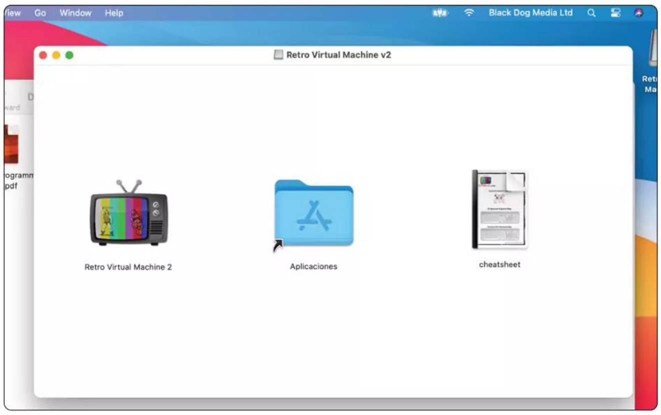
Linux x86 DEB Retro Virtual Machine v2.0 BETA-1 R7 Linux x86 Deb Package

2 There's usually a Downloads section to any site where there's apps available from the developer. In there you can find the macOS specific installation file you need for the app in question. Click the link to it or button, to begin the download of the app's installer.

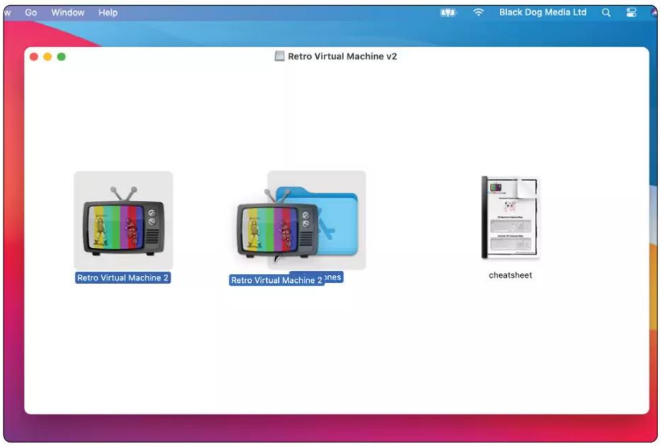

File
Edit
View
Go
Window
Help
Downloads
Back/Forward
View
Group
Share
Favourites
AirDrop
Recents
Applications
Downloads
iCloud
iCloud Drive
Desktop
Documents
Locations
NASDrive
Basic_Programming.pdf
Covers images
98 items
pinnedmessagesbigsur.jpg
1,700×1,130
Billie Eilish - WHEN...O WE GO
14 items
RetroVirtualMachine.2.0.b...cos.dmg
71.9 MB

3 Most macOS downloaded app installers come as DMG files. A DMG file is an Apple Disk Image file or a Mac OS X Disk Image file. It's basically a digital reconstruction of a physical disk and stores compressed software installers instead of having a physical medium. These DMG files can therefore be mounted as virtual disk images.

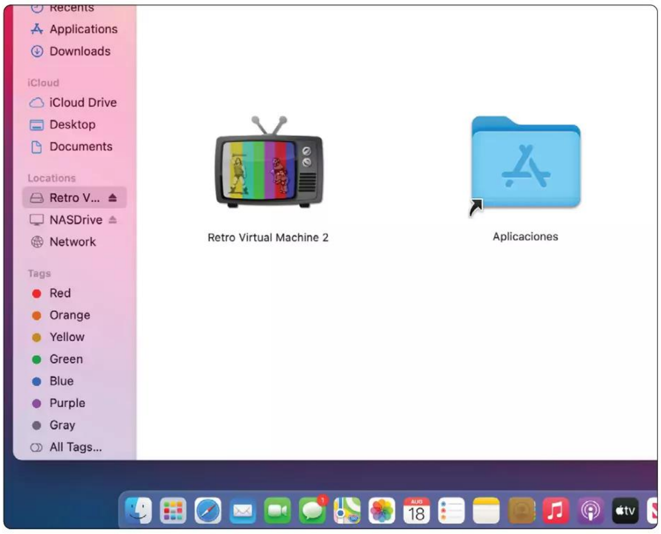
All downloads from Safari are stored in the Downloads folder in Finder. Locate the folder and the DMG file you've downloaded, then double-click to mount the virtual disk image.

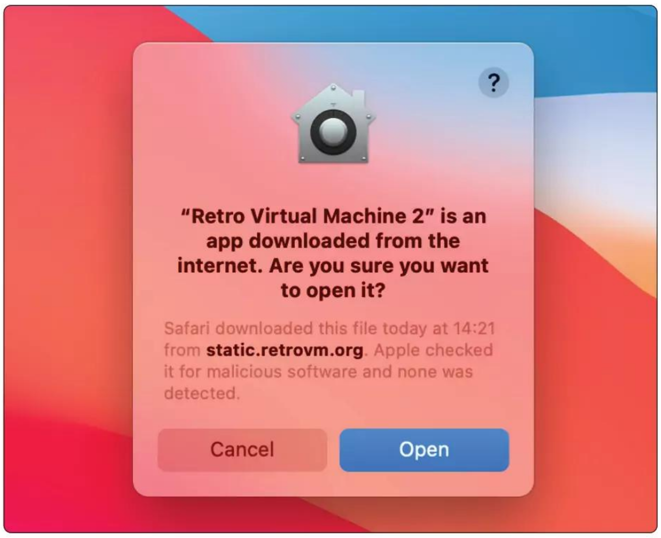

View
Go
Window
Help
Black Dog Media Ltd
Retro Virtual Machine v2
Retro Virtual Machine 2
Aplicaciones
cheatsheet

4 This does one of several operations: first, macOS will scan the DMG file and ensure it's all there and in the right order to read from. Secondly, it will open a virtual disk image both on the desktop and within Finder as a new external drive. Thirdly, you'll get a brief notice indicating how to install the chosen app on to your system.


Go
Window
Help
Black Dog Media Ltd
Retro Virtual Machine v2
Retro Virtual Machine 2
Retro Virtual Machine 2
cheatsheet

5 Within the notice window, drag the icon for the app into the Applications folder that's displayed in the middle. The third icon is often a file containing instructions about the app you're installing and can be double-clicked to read through before or after you install the app.


Recents
Applications
Downloads
iCloud
iCloud Drive
Desktop
Documents
Locations
Retro V...
NASDrive
Network
Tags
Red
Orange
Yellow
Green
Blue
Purple
Gray
All Tags...
Retro Virtual Machine 2
Aplicaciones



“Retro Virtual Machine 2” is an app downloaded from the internet. Are you sure you want to open it?

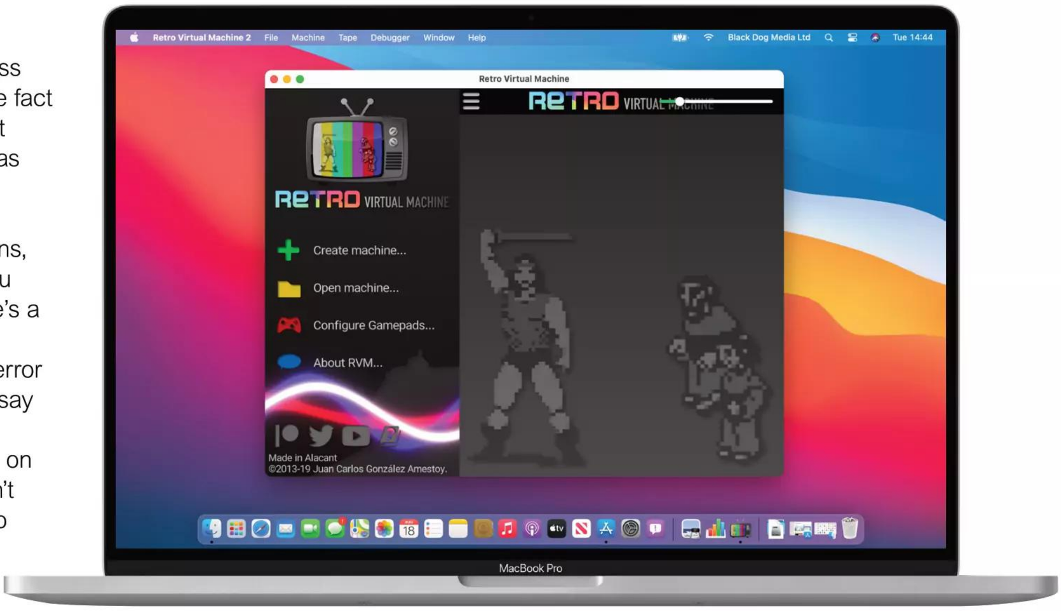
Safari downloaded this file today at 14:21 from **static.retrovm.org**. Apple checked it for malicious software and none was detected.

?
Cancel
Open

6 The app’s virtual image can be ejected once the copying of the file has been completed. You can either click on the Eject button next to the name of the virtual image in the Locations section of Finder or you can right-click the virtual image icon on the desktop and choose Eject. It may take a few seconds for the virtual media to be ejected safely, so be patient if it doesn’t happen as soon as you click the button.

7 You can now run the app. Locate it in the Applications folder in the Favourites section of Finder and double-click as you would do any other app. You may receive a warning stating that the app you’ve installed has been downloaded from the Internet and that Safari has checked it and regarded it as safe (or not, and if Safari thinks it’s unsafe, it’s best not to even try and install it). Click on the Open button and the app will launch as if you’ve installed it via the Apple Mac App Store.

8 The app should launch as expected. If you come across any problems it’s often down to the fact that you are running a more recent version of macOS than the app was designed for or the app is 32-Bit, whereas macOS Big Sur will only execute 64-Bit apps. If this happens, it’s worth checking with the site you downloaded it from; perhaps there’s a more recent version to download. Otherwise, you could Google the error and see what other users have to say about the matter. Most apps often produce unique errors depending on the developer and the app, so don’t always expect the same solution to work all of the time.


Retro Virtual Machine 2
File
Machine
Tape
Debugger
Window
Help
Black Dog Media Ltd
Tue 14:44
Retro Virtual Machine
RETRO VIRTUAL MACHINE
Create machine...
Open machine...
Configure Gamepads...
About RVM...
Made in Alacant
©2013-19 Juan Carlos González Amestoy.
MacBook Pro

PKG Files.

One other popular file type for macOS installations is the PKG file. Although it’s not as popular as DMG files. Simply put, a PKG file are installation packages that generally contain automated scripts that will direct the installation of the app in question. They will take you through a kind of setup wizard and create a multi-step installation process.

They are usually only used where multiple additional components are required by the app but also when different services are required from macOS or the installation files will be placed in different areas of the Mac’s file system.

One more note: Once you’ve installed any DMG or PKG file, you can delete it from the system. Its job is finished now, and the app is installed. Unless you’d like to keep it in case you install it on another Mac, there’s no need to keep hold of it in the Downloads folder. You can simply drag it into the bin and delete it.

macOS Big Sur's Key Apps

Big Sur has a lot to offer the user and we cover a huge range of its most popular apps within this section of the book. By the end, you'll have mastered the new Safari, got to grips with your email accounts, have regular News feeds setup, organised and edited your cherished digital photo albums and added a selection of excellent and classic books to your reading list. There's so much you can do with Big Sur.

Learn more >

dit
Image
View
Window
Help
Favorites
Inbox
Sent
Drafts
VIPs
Flagged
May 7, 2020
New Jersey
May 11, 2020
New York

Inbox
34 messages

Konstantin Babichev 9:41 AM
New ways to take your photos to the...
JUNE 2020 NEWSLETTER

Christine Huang Yesterday
Follow up
Hi, I sent your request to Mary Ann and I'll let you know as soon as I find anything.

Konstantin Babichev 9:41 AM
New ways to take your photos to the next level
To: Nerio Mones

Mon Jun 22 9:41 AM
Wi-Fi
Home
Bluetooth
AirDrop
Contacts Only
Do Not Disturb
Keyboard Brightness
AirPlay Display
Display
Sound
Alanis Morissette
Diagnosis
KB
NEWSLETTER
JUNE
Studio 308
g Focus,
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Days
Search
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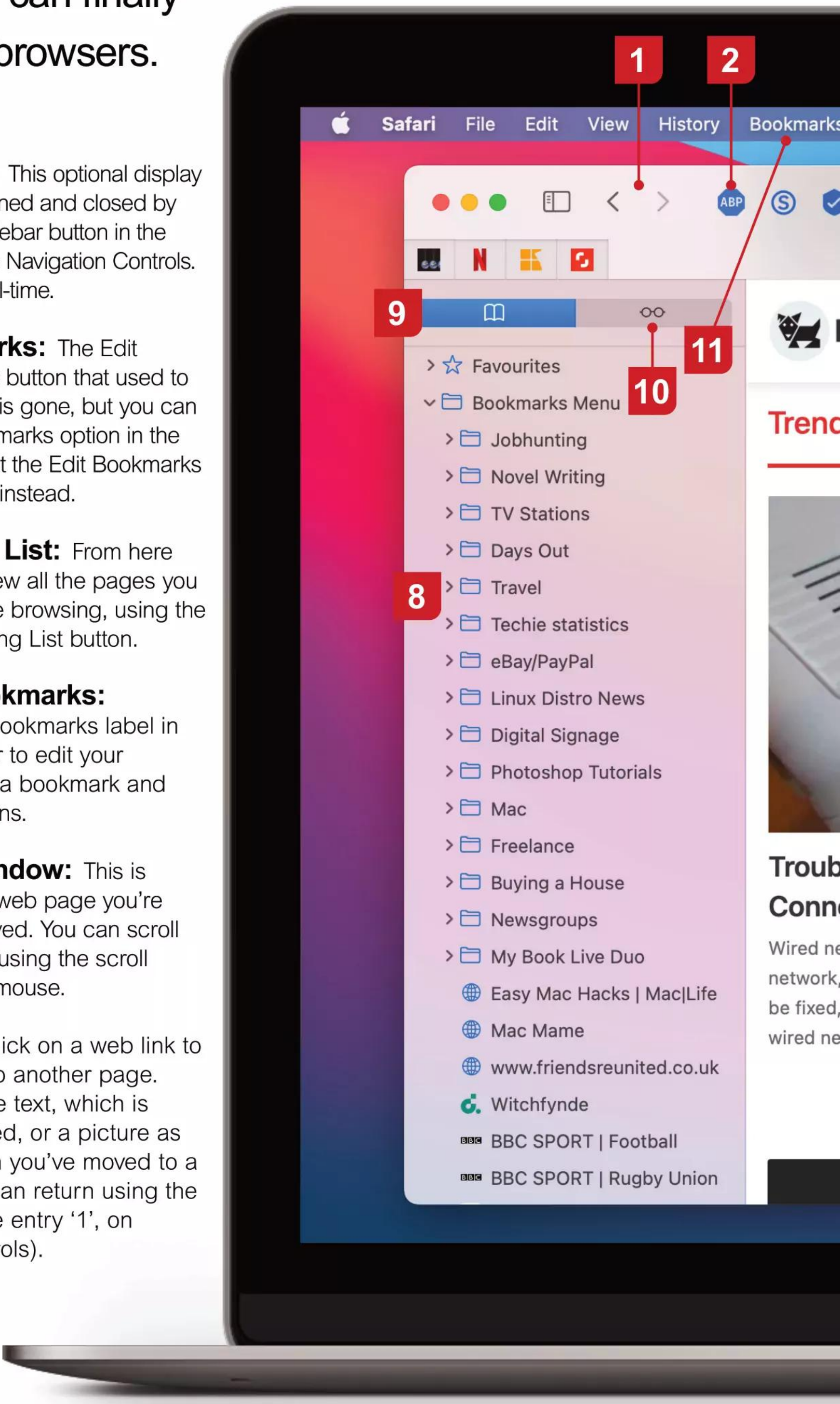
tv

Safari
Your Web Browser

As the gateway to the Internet, Apple's Safari has taken a surprisingly long time to get into shape; compared to the big names (Chrome, Firefox etc.). However, Big Sur's updated Safari can finally kick sand in the faces of the other browsers.


1
2
Safari
File
Edit
View
History
Bookmarks
ABP
9
11
10
8
Favourites
Bookmarks Menu
Jobhunting
Novel Writing
TV Stations
Days Out
Travel
Techie statistics
eBay/PayPal
Linux Distro News
Digital Signage
Photoshop Tutorials
Mac
Freelance
Buying a House
Newsgroups
My Book Live Duo
Easy Mac Hacks | Mac|Life
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1 **Navigation Controls:** These two arrow control buttons enable you to move back and forth between current and previously viewed web pages.

2 **Toolbar Buttons:** These buttons give you access to various Safari features. You can add or remove buttons by right-clicking or CTRL-clicking on the toolbar and selecting Customise Toolbar.

3 **URL Bar:** Enter the website address of your choice or a search term that you wish to look up into this bar, then tap the Return key.

4 **Reload Page:** Sometimes, if a web page fails to load properly, you can fix the problem by clicking on this button and reloading.

5 **Share Button:** Click on this button to see your options for sharing the page you're viewing using email or social media networks, including adding the page to your reading list.

6 **Show Open Pages:** Click on this button to view all web pages you currently have open in the Safari browser, on both your Mac and other devices signed into your iCloud.

7 **Add a New Tab:** Clicking this button will open a new blank tab, which is then accessible by clicking on the tab and entering a search parameter or a URL web address in the URL bar.

8 **Sidebar:** This optional display area is opened and closed by clicking on the sidebar button in the toolbar, next to the Navigation Controls. It's updated in real-time.

9 **Bookmarks:** The Edit Bookmarks button that used to be in the sidebar is gone, but you can click on the Bookmarks option in the top bar and select the Edit Bookmarks option from there instead.

10 **Reading List:** From here you can view all the pages you have added while browsing, using the Add to the Reading List button.

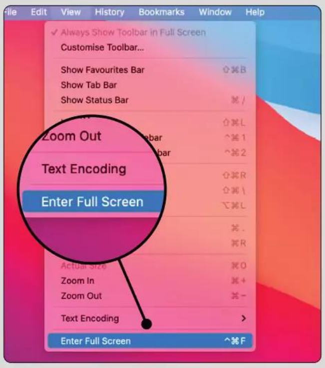
11 **Edit Bookmarks:** Click the Bookmarks label in the top menu bar to edit your bookmarks, add a bookmark and many other options.

12 **Main Window:** This is where the web page you're viewing is displayed. You can scroll up and down by using the scroll function on your mouse.

13 **Links:** Click on a web link to be taken to another page. Web links can be text, which is usually underlined, or a picture as seen here. When you've moved to a new page, you can return using the Back button (see entry '1', on Navigation Controls).

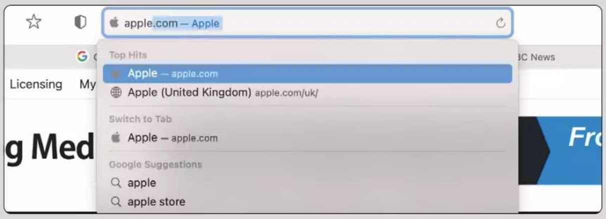
Full Screen.

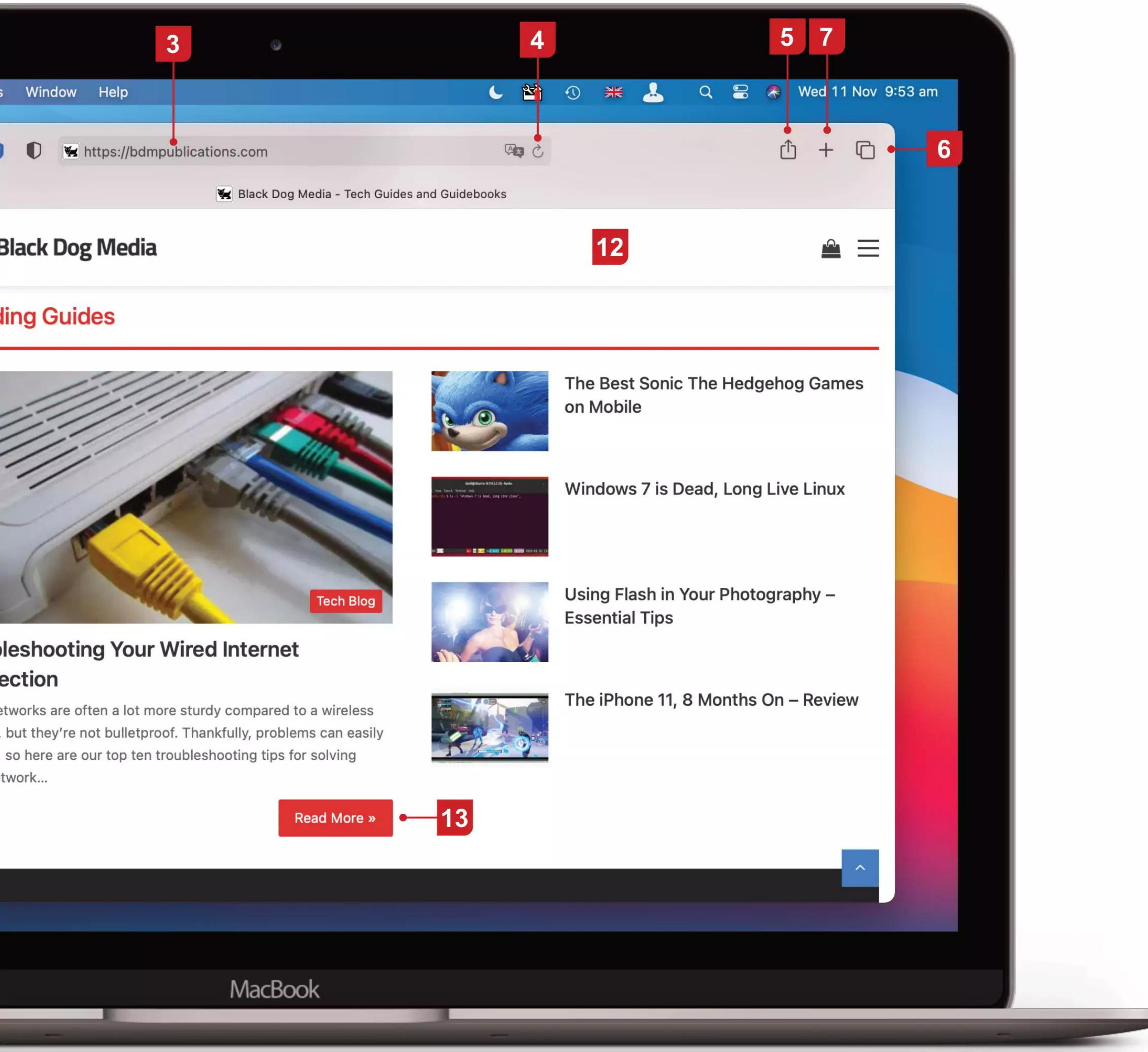
Browse in full-screen mode by clicking on the green gumdrop in the top left corner, selecting Enter Full Screen in the View menu or pressing Ctrl-CMD-F. To go back to regular browsing, repeat any of these options.


File
Edit
View
History
Bookmarks
Window
Help
✓ Always Show Toolbar in Full Screen
Customise Toolbar...
Show Favourites Bar ⇧⌘B
Show Tab Bar
Show Status Bar ⌘/
Zoom Out
Text Encoding
Enter Full Screen
Actual Size ⌘0
Zoom In ⌘+
Zoom Out ⌘−
Text Encoding ›
Enter Full Screen ^⌘F

Open Tabs.

Start to type the address of a website that's already open in a different tab and Safari offers that open tab as a suggestion.


apple.com — Apple
Top Hits
Apple — apple.com
Apple (United Kingdom) apple.com/uk/
Switch to Tab
Apple — apple.com
Google Suggestions
apple
apple store
Licensing
My
g Med
BC News
Fr


3
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Window
Help
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Black Dog Media - Tech Guides and Guidebooks
Black Dog Media
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Tech Blog
Read More »
MacBook

The Best Sonic The Hedgehog Games on Mobile

Windows 7 is Dead, Long Live Linux

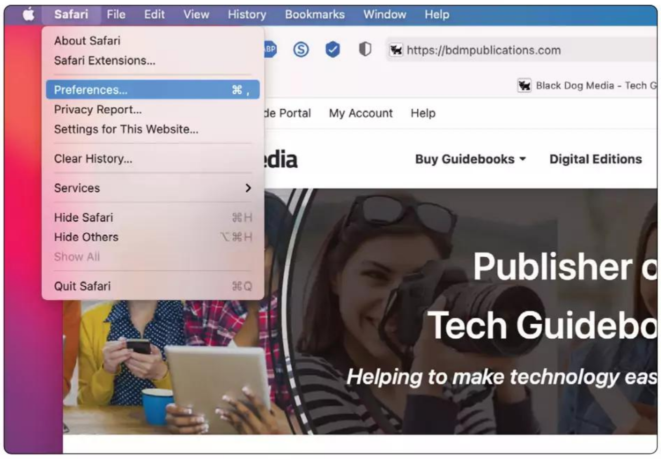
Using Flash in Your Photography – Essential Tips

The iPhone 11, 8 Months On – Review

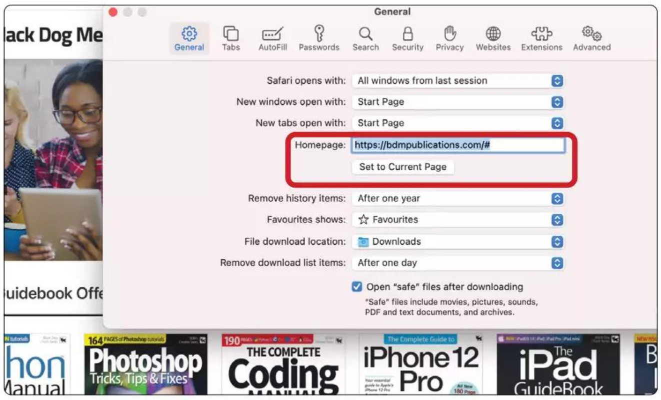
leshooting Your Wired Internet ection

etworks are often a lot more sturdy compared to a wireless , but they're not bulletproof. Thankfully, problems can easily so here are our top ten troubleshooting tips for solving twork...

Set New Home Page


Safari
File
Edit
View
History
Bookmarks
Window
Help
About Safari
Safari Extensions...
Preferences... ⌘ ,
Privacy Report...
Settings for This Website...
Clear History...
Services
Hide Safari ⌘H
Hide Others ⌥⌘H
Show All
Quit Safari ⌘Q
https://bdmpublications.com
Publisher of
Tech Guidebo
Helping to make technology eas

1 Open a new Safari window and navigate to the web page that you want Safari to load each time you launch the app. Click the Safari menu (top left corner), then select Preferences to display Safari's preferences dialog box.

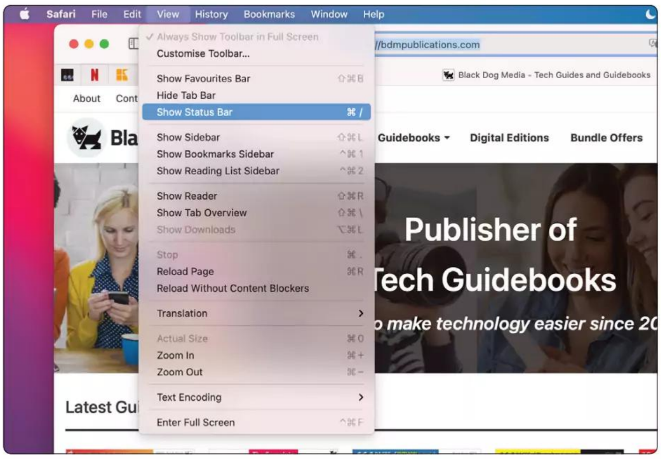

General
Tabs
AutoFill
Passwords
Search
Security
Privacy
Websites
Extensions
Advanced

General

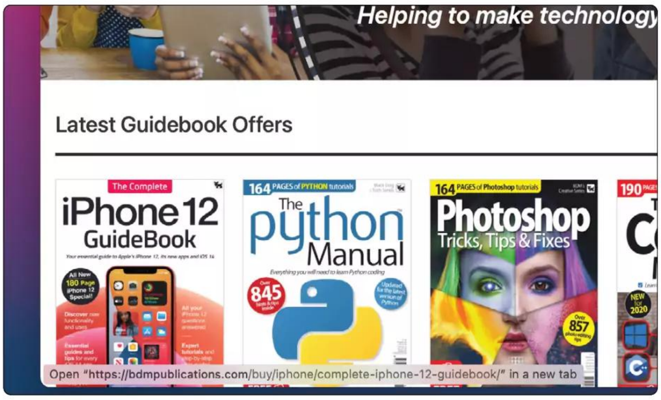
Safari opens with: All windows from last session
New windows open with: Start Page
New tabs open with: Start Page
Homepage: https://bdmpublications.com/#
Set to Current Page
Remove history items: After one year
Favourites shows: ☆ Favourites
File download location: Downloads
Remove download list items: After one day
☑ Open "safe" files after downloading
"Safe" files include movies, pictures, sounds, PDF and text documents, and archives.

2 Ensure the General tab is selected and press the Set to Current Page button. A small window will likely pop up requiring confirmation; press Change Homepage to continue. The required page address now appears in the text box above. It's now your default home page.

Display Status Bar


Safari
File
Edit
View
History
Bookmarks
Window
Help
Always Show Toolbar in Full Screen
Customise Toolbar...
Show Favourites Bar ⇧⌘B
Hide Tab Bar
Show Status Bar ⌘ /
Show Sidebar ⇧⌘L
Show Bookmarks Sidebar ^⌘1
Show Reading List Sidebar ^⌘2
Show Reader ⇧⌘R
Show Tab Overview ⇧⌘\
Show Downloads ⌥⌘L
Stop ⌘.
Reload Page ⌘R
Reload Without Content Blockers
Translation
Actual Size ⌘0
Zoom In ⌘+
Zoom Out ⌘−
Text Encoding
Enter Full Screen ^⌘F
Publisher of
Tech Guidebooks
make technology easier since 20

1 Ensure a Safari window is open and active, i.e. the window controls in the top left are the usual colours and not coloured grey. Click the View menu and select the Show Status Bar option, which is found near the top of the menu.

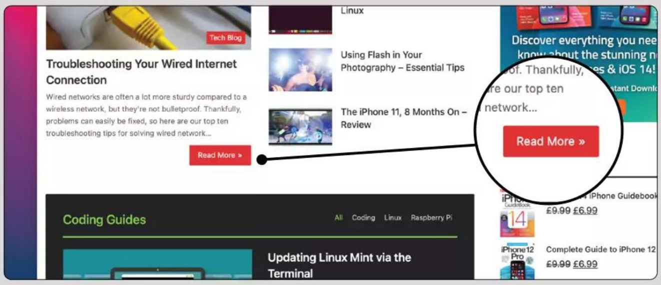

Helping to make technology
Latest Guidebook Offers
iPhone 12 GuideBook
The python Manual
Photoshop Tricks, Tips & Fixes

Open "https://bdmpublications.com/buy/iphone/complete-iphone-12-guidebook/" in a new tab

2 You should now see a grey strip along the lower part of the window. If you hover the mouse over a link, the status bar tells you exactly where the link is headed. This is very useful if you suspect the link takes you somewhere you don't want to go.

Using Links.

You navigate the Internet in Safari by using hyperlinks or simply 'links'. Clicking on one takes you to a new page or will open a new window based on what you've just clicked.


Troubleshooting Your Wired Internet Connection
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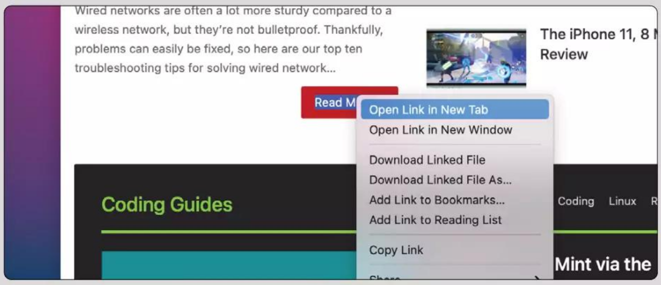
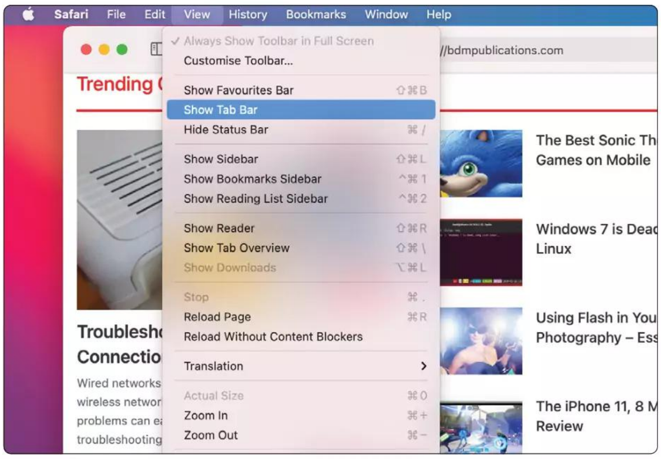
Using Flash in Your Photography – Essential Tips
The iPhone 11, 8 Months On – Review
Coding Guides
Updating Linux Mint via the Terminal

A link in Safari can be a piece of underlined text, a picture or a button or simply an area of the screen. To open a link you'll need to move the mouse pointer over it and click. This will open the page where the link is pointing to.


Open Link in New Tab
Open Link in New Window
Download Linked File
Download Linked File As...
Add Link to Bookmarks...
Add Link to Reading List
Copy Link
Coding Guides

If you don't want to navigate away from the page that you're currently on, right-click or Ctrl-click on the link and from the pop-up menu, choose Open in New Tab or Open in New Window. You can then look at the new page without closing the old one.

Display Tab Bar


Safari File Edit View History Bookmarks Window Help
✓ Always Show Toolbar in Full Screen
Customise Toolbar...
Show Favourites Bar ⇧⌘B
Show Tab Bar
Hide Status Bar ⌘/
Show Sidebar ⇧⌘L
Show Bookmarks Sidebar ^⌘1
Show Reading List Sidebar ^⌘2
Show Reader ⇧⌘R
Show Tab Overview ⇧⌘\
Show Downloads ⌥⌘L
Stop ⌘.
Reload Page ⌘R
Reload Without Content Blockers
Translation
Actual Size ⌘0
Zoom In ⌘+
Zoom Out ⌘−
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Trending
The Best Sonic Th
Games on Mobile
Windows 7 is Dead
Linux
Using Flash in You
Photography – Ess
The iPhone 11, 8 M
Review
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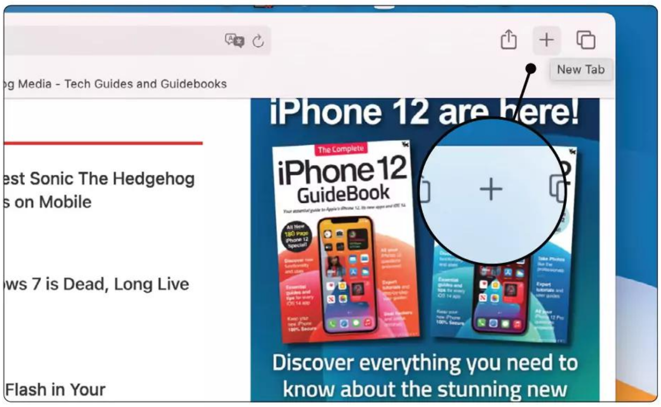
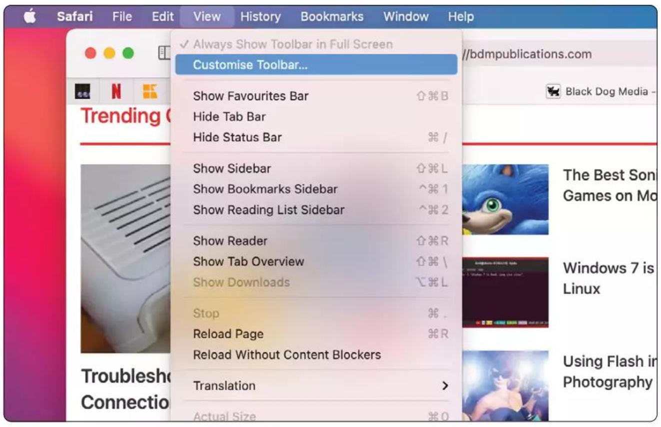
1 To toggle Safari's handy Tab bar on and off, open a Safari window and click View in the menu bar at the top of the screen. Select the Show Tab Bar option. Unfortunately, there's no longer a keyboard shortcut for this action.


New Tab
g Media - Tech Guides and Guidebooks
iPhone 12 are here!
The Complete
iPhone 12
GuideBook
est Sonic The Hedgehog
s on Mobile
ws 7 is Dead, Long Live
Flash in Your
Discover everything you need to
know about the stunning new

2 Your current page should now have a the tab displayed above the website, with the name of the page. This is a different look to that of Safari in Catalina, where the tab marker appeared below the bookmarks bar. To hide the tab bar, simply repeat the process.

Add Tools to the Toolbar


Safari File Edit View History Bookmarks Window Help
✓ Always Show Toolbar in Full Screen
Customise Toolbar...
Show Favourites Bar ⇧⌘B
Hide Tab Bar
Hide Status Bar ⌘/
Show Sidebar ⇧⌘L
Show Bookmarks Sidebar ^⌘1
Show Reading List Sidebar ^⌘2
Show Reader ⇧⌘R
Show Tab Overview ⇧⌘\
Show Downloads ⌥⌘L
Stop ⌘.
Reload Page ⌘R
Reload Without Content Blockers
Translation
Actual Size ⌘0
//bdmpublications.com
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Trending
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Linux
Using Flash i
Photography
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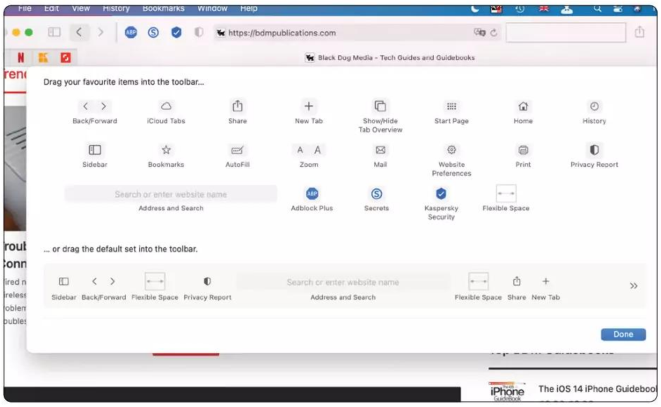
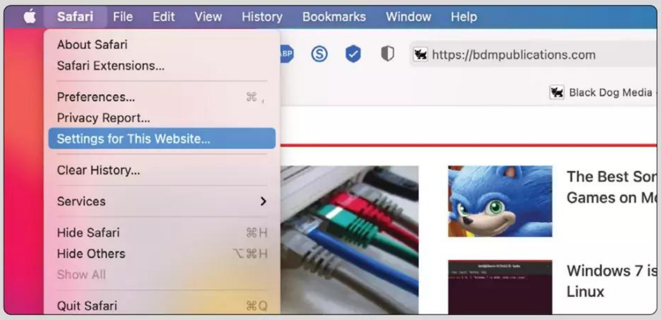
1 Right-click or CMD-click on the toolbar and select Customise Toolbar; or click the View menu and select the option from there. A window slides down. To add a button to the toolbar, simply drag it from the selection in the window onto the Toolbar within the Flexible Space sections.


https://bdmpublications.com
Black Dog Media - Tech Guides and Guidebooks
Drag your favourite items into the toolbar...
Back/Forward
iCloud Tabs
Share
New Tab
Show/Hide Tab Overview
Start Page
Home
History
Sidebar
Bookmarks
AutoFill
Zoom
Mail
Website Preferences
Print
Privacy Report
Search or enter website name
Address and Search
Adblock Plus
Secrets
Kaspersky Security
Flexible Space
... or drag the default set into the toolbar.
Sidebar
Back/Forward
Flexible Space
Privacy Report
Address and Search
Flexible Space
Share
New Tab
Done
The iOS 14 iPhone Guidebook

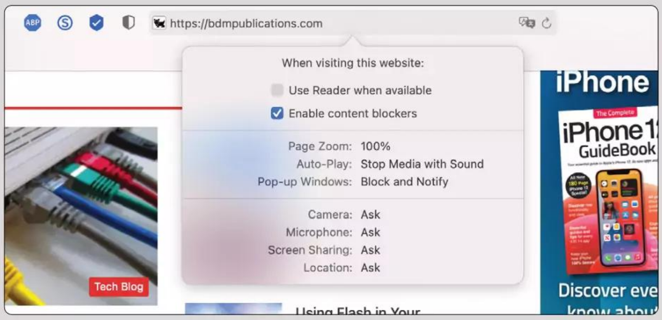
2 Repeat this with as many tools as you need. When you're finished, click Done. To remove a tool from the toolbar, hold the CMD key and drag it away from the toolbar. To reset the tools to how they were originally displayed, drag the default set of tools onto the Toolbar.

Tailor Site Settings and Block Auto-play Videos.

If you want to customise your Safari window's Toolbar, there are a variety of useful tools that can be added.


Safari File Edit View History Bookmarks Window Help
About Safari
Safari Extensions...
Preferences... ⌘,
Privacy Report...
Settings for This Website...
Clear History...
Services
Hide Safari ⌘H
Hide Others ⌥⌘H
Show All
Quit Safari ⌘Q
https://bdmpublications.com
Black Dog Media
The Best Son
Games on M
Windows 7 is
Linux

You can tailor specific settings like the zoom level, location services, content blockers and more for individual websites. These settings are then applied whenever you load that site. Open the website and in the Safari menu, select Settings for This Website.


When visiting this website:

☐ Use Reader when available
☑ Enable content blockers

Page Zoom: 100%
Auto-Play: Stop Media with Sound
Pop-up Windows: Block and Notify

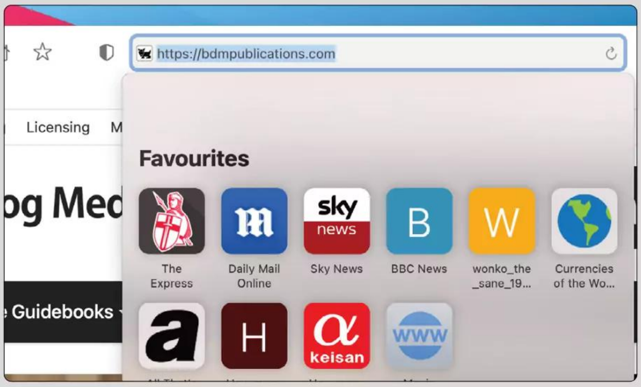
Camera: Ask
Microphone: Ask
Screen Sharing: Ask
Location: Ask

https://bdmpublications.com
Tech Blog
iPhone
The Complete
iPhone 1
GuideBook
Discover eve
Using Flash in Your

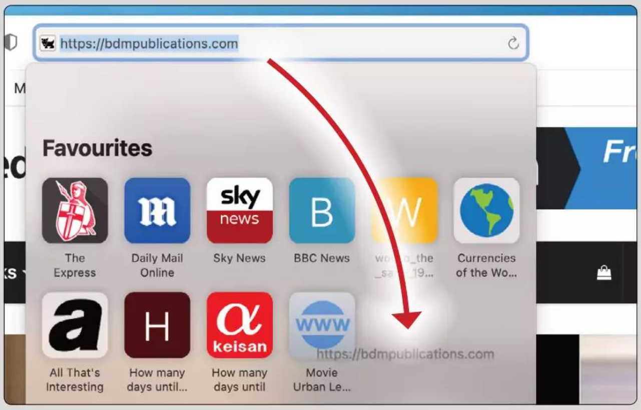
Page Zoom and Auto-Play are set with pull-down menus that appear when you hover over their current values. By default, the Auto-Play function stops videos with sound automatically playing when you open a site but you can override this using the Auto-Play menu.

Safari's Top Sites.

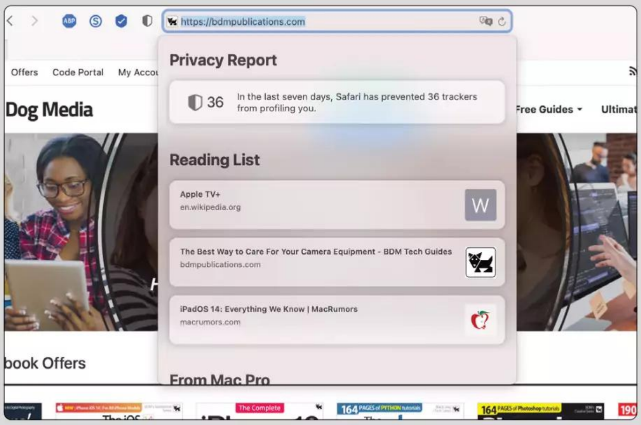
Top Sites gives you a window full of useful shortcuts to your most frequently visited sites alongside its default choices. Here's how the process works.


https://bdmpublications.com
Licensing
Favourites
The Express
Daily Mail Online
Sky News
BBC News
wonko_the _sane_19...
Currencies of the Wo...
Guidebooks

Click on the URL field at the top of the browser to access a window showing a grid view of website thumbnails you've marked as favourites, along with those you've visited most recently and the default links to other sites.


https://bdmpublications.com
Favourites
The Express
Daily Mail Online
Sky News
BBC News
wonko_the _sane_19...
Currencies of the Wo...
All That's Interesting
How many days until...
How many days until
Movie Urban Le...
https://bdmpublications.com

To add a site, click the URL field to open the Top Sites window and then drag the URL into it. You can drag icons around the Top Sites window to reorder them or out of the window to remove them.


https://bdmpublications.com
Offers
Code Portal
My Accou
Dog Media
Free Guides
Ultimat
book Offers
Privacy Report
Reading List
From Mac Pro

36 In the last seven days, Safari has prevented 36 trackers from profiling you.

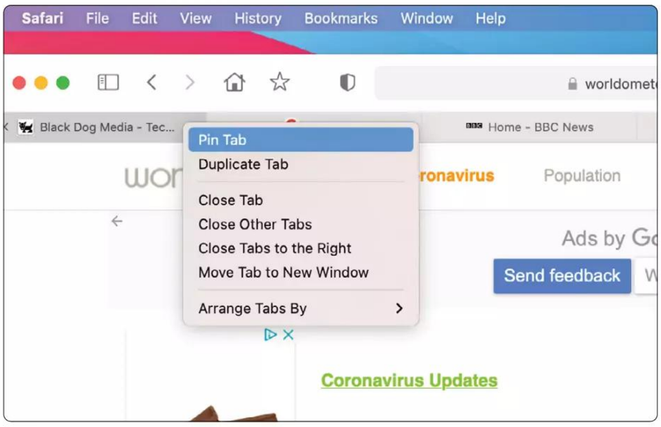
Apple TV+
en.wikipedia.org

The Best Way to Care For Your Camera Equipment - BDM Tech Guides
bdmpublications.com

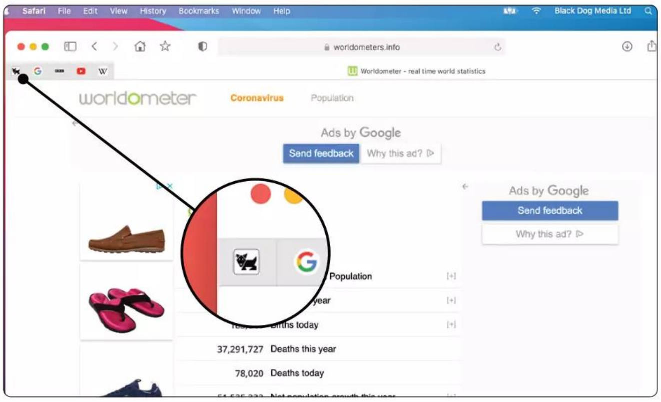
iPadOS 14: Everything We Know | MacRumors
macrumors.com

To the Top Sites window, macOS Big Sur adds: Siri suggestions, sites from your Reading List, bookmarks, tabs that are open on other Apple devices signed into the same Apple account as your Mac and more.

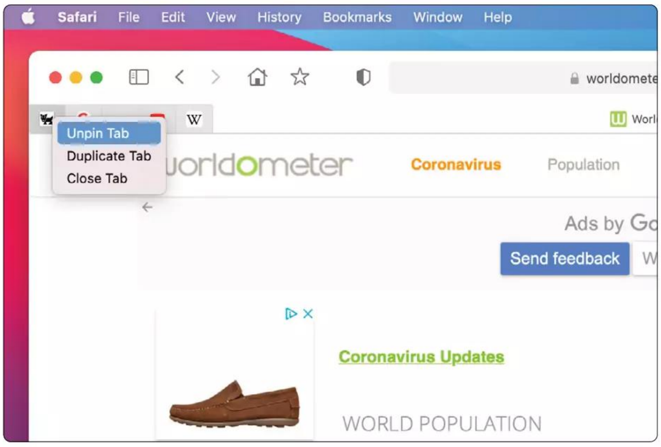
Pinned Sites


Safari
File
Edit
View
History
Bookmarks
Window
Help
worldomet
Black Dog Media - Tec...
Home - BBC News
Pin Tab
Duplicate Tab
Close Tab
Close Other Tabs
Close Tabs to the Right
Move Tab to New Window
Arrange Tabs By
ronavirus
Population
Ads by Go
Send feedback
Coronavirus Updates

1 If you're not currently in Tab view, go to the View menu and select the Show Tab Bar option near the top of the menu. Now open the site you intend to pin and right or CTRL-click on its tab. From the pop-up menu, select the Pin Tab option.

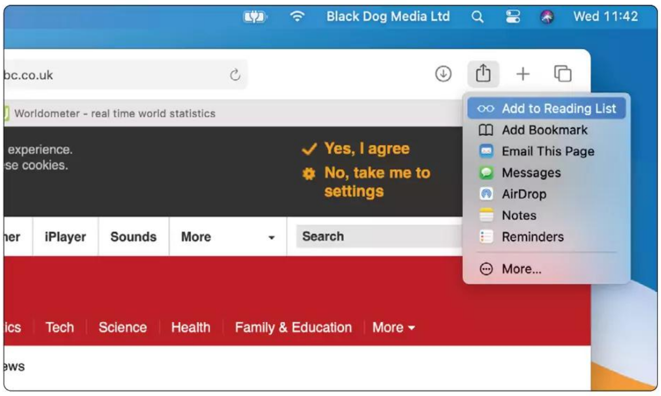

worldometers.info
Worldometer - real time world statistics
worldometer
Coronavirus
Population
Ads by Google
Send feedback
Why this ad?
37,291,727 Deaths this year
78,020 Deaths today

2 The site gets a small tab in the left-hand side of the tabs bar. This is always in place, ready for you to click on it and open the site. You can pin multiple sites in this way. They all appear as small tabs, showing a symbol or letter indicating their content.

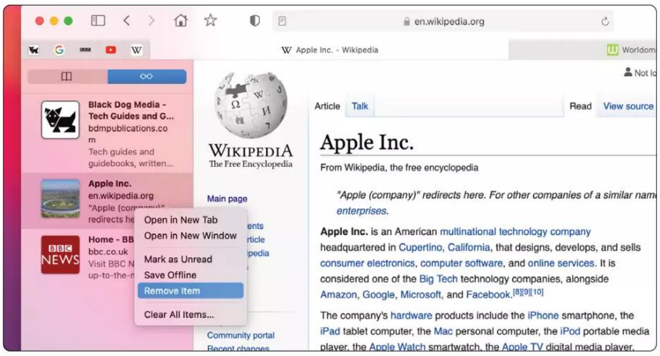

Safari
File
Edit
View
History
Bookmarks
Window
Help
worldomete
Unpin Tab
Duplicate Tab
Close Tab
worldometer
Coronavirus
Population
Ads by Go
Send feedback
Coronavirus Updates
WORLD POPULATION

3 To remove a site's pinned tab, right-click or CTRL-click on it and from the pop-up menu, select Unpin Tab. The previously pinned tab then becomes a regular tab. You can reorder your pinned tabs by dragging them within the tabs bar.

The Safari Reading List


Black Dog Media Ltd
Wed 11:42
Add to Reading List
Add Bookmark
Email This Page
Messages
AirDrop
Notes
Reminders
More...
Yes, I agree
No, take me to settings

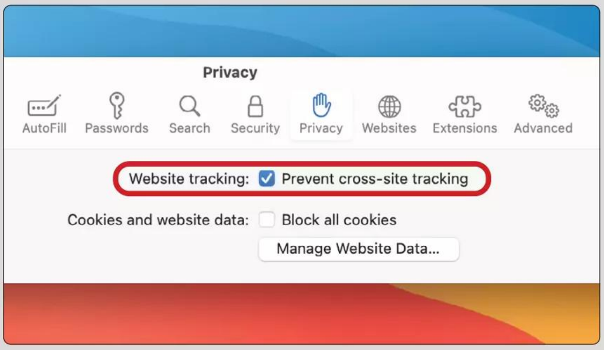
1 To save a page for later, click the Share button and select Add to Reading List. To view your Reading list, open the sidebar and click the middle button (the spectacles). You see the title, a thumbnail and a brief summary of the page that you saved. To revisit any of the pages in your list, click on the list entry to go straight to it.


en.wikipedia.org
Apple Inc. - Wikipedia
Black Dog Media - Tech Guides and G...
Apple Inc.
Open in New Tab
Open in New Window
Mark as Unread
Save Offline
Remove Item
Clear All Items...
Apple Inc.

2 You can search your reading list by typing in the search bar at the top of the list and view only unread links by clicking on the Unread button. To remove a site from your reading list, right-click or CTRL-click on the site you want to delete and from the contextual menu that appears, select Remove Item.

Stop Online Tracking.

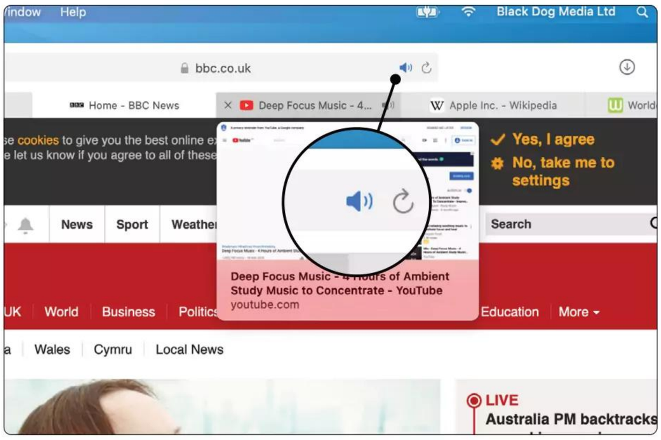
Some Web advertisers track your online behaviour. To protect your privacy, Safari can block this. In the Safari menu, open System Preferences, click on the Privacy tab and tick 'Prevent cross-site tracking'.


Privacy
AutoFill
Passwords
Search
Security
Privacy
Websites
Extensions
Advanced
Manage Website Data...

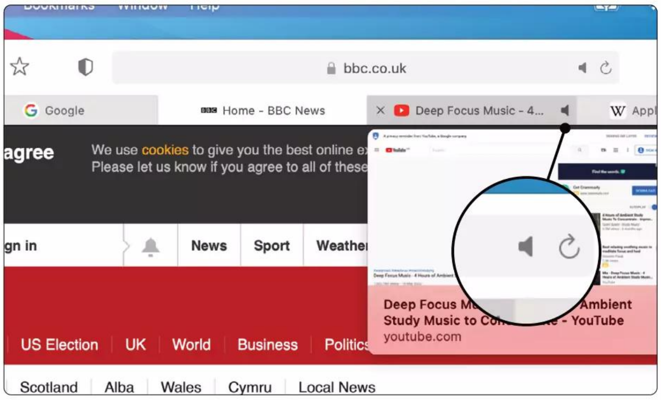
Website tracking: ☑ Prevent cross-site tracking

Cookies and website data: ☐ Block all cookies

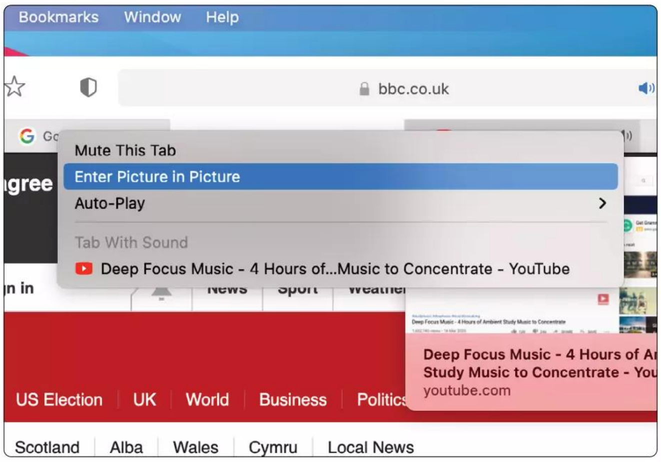
The Tabs Audio Indicator


bbc.co.uk
Home - BBC News
Deep Focus Music - 4...
Apple Inc. - Wikipedia
Deep Focus Music - 4 Hours of Ambient Study Music to Concentrate - YouTube
youtube.com
LIVE
Australia PM backtracks

1 Websites that play audio as soon as you open the page are really annoying. Thankfully, individual tabs can be silenced using this simple Safari tip. In Safari you can tell which one is making the sound. Just look for the tab with the speaker icon, shown on its right.


bbc.co.uk
Google
Home - BBC News
Deep Focus Music - 4...

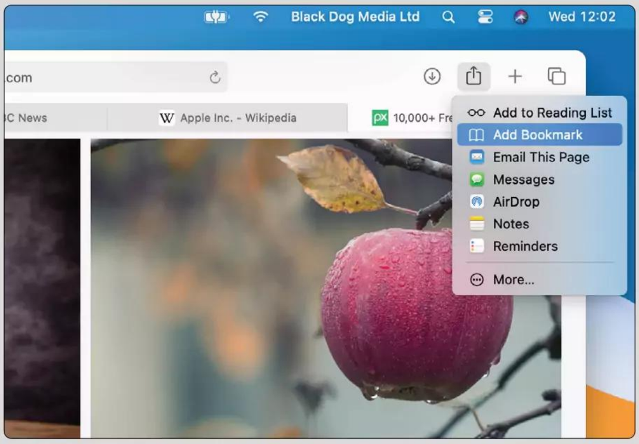
2 You can mute this sound by simply clicking on the speaker icon. If more than one tab is producing audio, right-click on it for more options. You can see which tabs are making a sound, mute that particular tab or mute all the others.


bbc.co.uk
Mute This Tab
Enter Picture in Picture
Auto-Play
Tab With Sound
Deep Focus Music - 4 Hours of...Music to Concentrate - YouTube

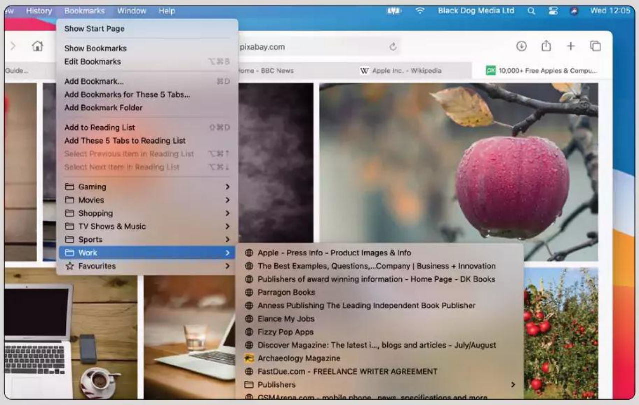
3 If the audio is coming from a video, you can enter picture-in-picture mode from the Audio icon; right-click on it and select the option. This puts the video in a floating window, which you can watch while doing other things on your Mac.

Using Bookmarks.

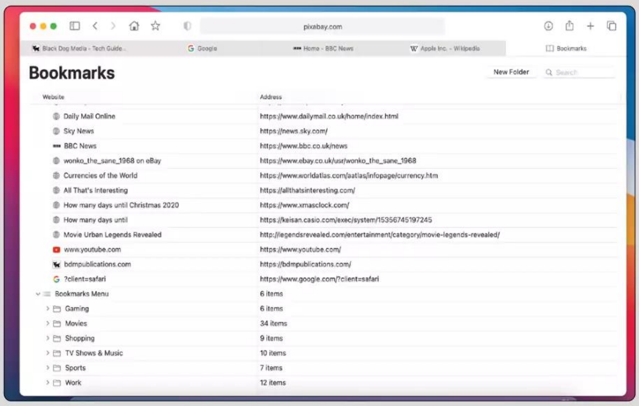
If you find a site that you like and would like to keep coming back to it, you can add a Safari bookmark.


Black Dog Media Ltd
Wed 12:02
Add to Reading List
Add Bookmark
Email This Page
Messages
AirDrop
Notes
Reminders
More...

Add a bookmark for a site by clicking on the Sharing icon and selecting Add Bookmark. You can also use the Add Bookmark option from the Bookmarks pull-down menu or press CMD-D.


Show Start Page
Show Bookmarks
Edit Bookmarks
Add Bookmark...
Add Bookmarks for These 5 Tabs...
Add Bookmark Folder
Add to Reading List
Add These 5 Tabs to Reading List
Gaming
Movies
Shopping
TV Shows & Music
Sports
Work
Favourites

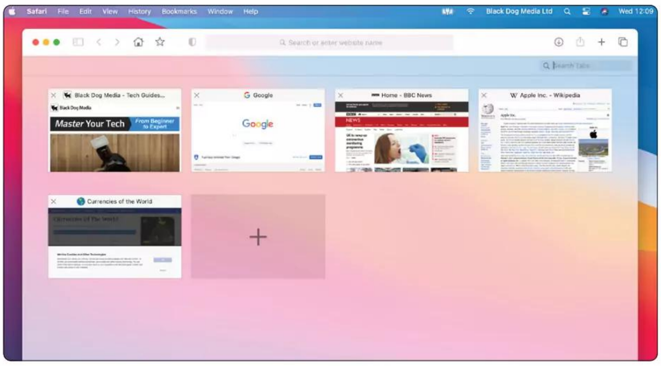
You can access your bookmarks by using the Bookmarks pull-down menu. Click on one of the listed sites to open it in the current window. Bookmarks can be arranged into folders, thus grouping similar sites.


pixabay.com
Bookmarks
New Folder

Website	Address
Daily Mail Online	https://www.dailymail.co.uk/home/index.html
Sky News	https://news.sky.com/
BBC News	https://www.bbc.co.uk/news
wonko_the_sane_1968 on eBay	https://www.ebay.co.uk/usr/wonko_the_sane_1968
Currencies of the World	https://www.worldatlas.com/aatlas/infopage/currency.htm
All That's Interesting	https://allthatsinteresting.com/
How many days until Christmas 2020	https://www.xmasclock.com/
How many days until	https://keisan.casio.com/exec/system/15356745197245
Movie Urban Legends Revealed	http://legendsrevealed.com/entertainment/category/movie-legends-revealed/
www.youtube.com	https://www.youtube.com/
bdmpublications.com	https://bdmpublications.com/
?client=safari	https://www.google.com/?client=safari
Bookmarks Menu	6 items
Gaming	6 items
Movies	34 items
Shopping	9 items
TV Shows & Music	10 items
Sports	7 items
Work	12 items

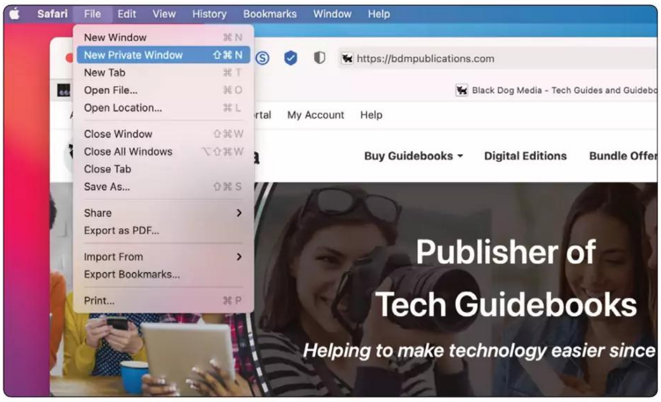
Click on Bookmarks and select Edit Bookmarks. From here, you can edit the names of bookmarks by right-clicking, arrange them into folders (see the New Folder button) and delete them by dragging into Trash.

Getting More from Safari



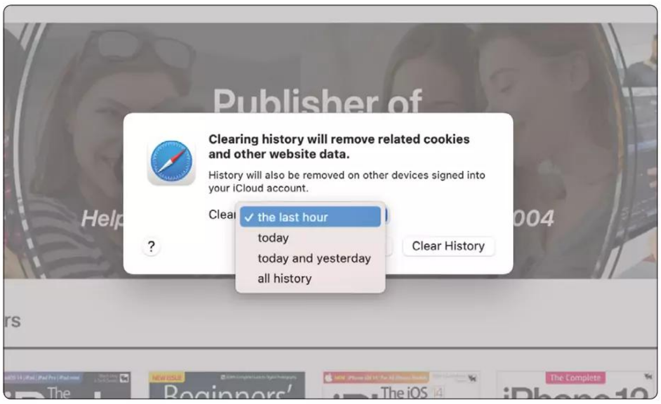
Show All Tabs

The Show All Tabs view, available via the View menu, lets you view thumbnails of all the tabs you have open. Click one to open it, and click '+' for a new one. At the foot of the window, you'll see tabs open on other devices logged in with the same Apple ID.


Safari
File
Edit
View
History
Bookmarks
Window
Help
New Window
New Private Window
New Tab
Open File...
Open Location...
Close Window
Close All Windows
Close Tab
Save As...
Share
Export as PDF...
Import From
Export Bookmarks...
Print...
https://bdmpublications.com
Publisher of Tech Guidebooks
Helping to make technology easier since

Private Browsing

Private Browsing lets you browse the Internet without adding tracking cookies or recording where you've been in your history. Activate Privacy Mode by selecting New Private Window in the File menu. In a private window, the URL field is darkened.



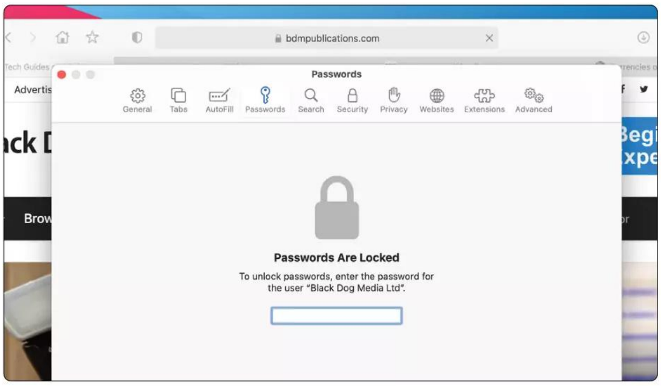
Clearing history will remove related cookies and other website data.

History will also be removed on other devices signed into your iCloud account.

Clear
✓ the last hour
today
today and yesterday
all history
?
Clear History

Clear Browsing History

In the History menu, the bottom option clears your browsing history and website data. Hold Alt while you select it to delete your browsing history, but not website data. To clear more selectively, select Clear History in the Safari menu and use the pull-down menu.

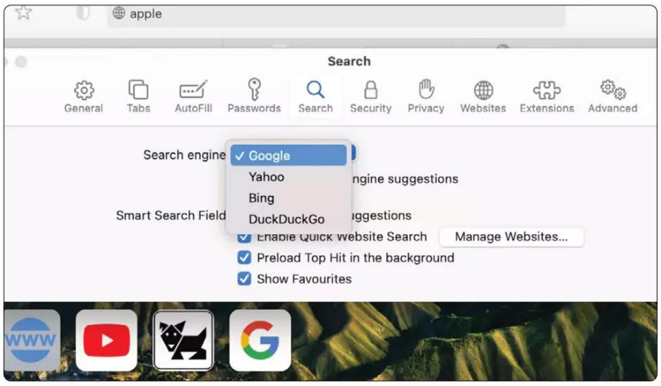

bdmpublications.com
Passwords
General
Tabs
AutoFill
Passwords
Search
Security
Privacy
Websites
Extensions
Advanced

Passwords Are Locked

To unlock passwords, enter the password for the user "Black Dog Media Ltd".

Stored Passwords

You can access any stored login credentials from a website by entering Safari > Preferences, then clicking on the Passwords section. By default, passwords are locked and you'll need to login with your macOS account to unlock them. Once you're in you can view all the stored details.


apple
Search
General
Tabs
AutoFill
Passwords
Search
Security
Privacy
Websites
Extensions
Advanced
Manage Websites...

Search engine: ✓ Google

Yahoo

Bing

DuckDuckGo

Smart Search Field:

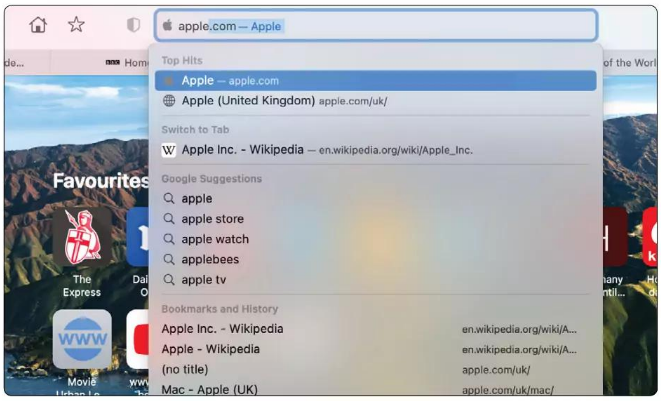
☑ Enable Quick Website Search

☑ Preload Top Hit in the background

☑ Show Favourites

Change Your Search Engine

To change the search engine Safari uses by default, select Preferences from the Safari menu. Click on the Search tab and from the pull-down select the search engine you want to use. The sites on offer are Google, Yahoo, Bing and DuckDuckGo.


apple.com — Apple
Favourites
The Express

Top Hits

Apple — apple.com

Apple (United Kingdom) apple.com/uk/

Switch to Tab

Apple Inc. - Wikipedia — en.wikipedia.org/wiki/Apple_Inc.

Google Suggestions

apple

apple store

apple watch

applebees

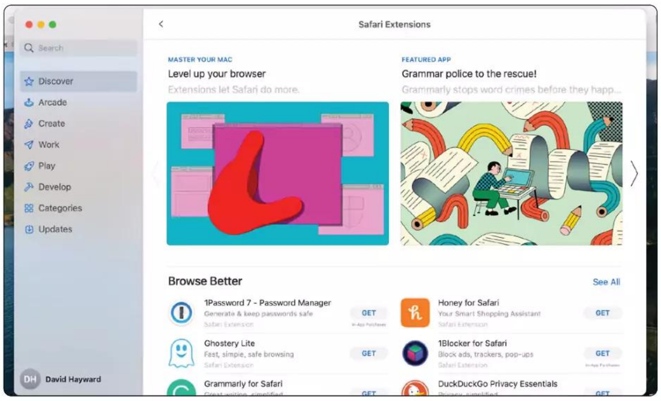
apple tv

Bookmarks and History

Apple Inc. - Wikipedia	en.wikipedia.org/wiki/A...
Apple - Wikipedia	en.wikipedia.org/wiki/A...
(no title)	apple.com/uk/
Mac - Apple (UK)	apple.com/uk/mac/

Integrated Spotlight Search

Spotlight search is a closely integrated feature of macOS, including Safari. From the search bar you can find links to web pages, bookmarks, browsing history and documents on your hard drive, simply by typing a search term.

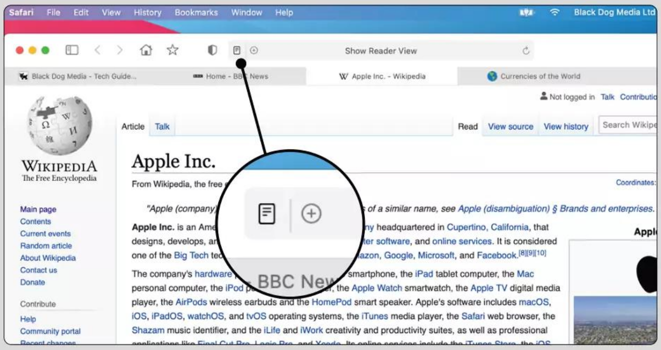

Safari Extensions
Search
Discover
Arcade
Create
Work
Play
Develop
Categories
Updates
David Hayward
MASTER YOUR MAC
Level up your browser
Extensions let Safari do more.
FEATURED APP
Grammar police to the rescue!
Browse Better
See All
1Password 7 - Password Manager
Honey for Safari
Ghostery Lite
1Blocker for Safari
Grammarly for Safari
DuckDuckGo Privacy Essentials
GET

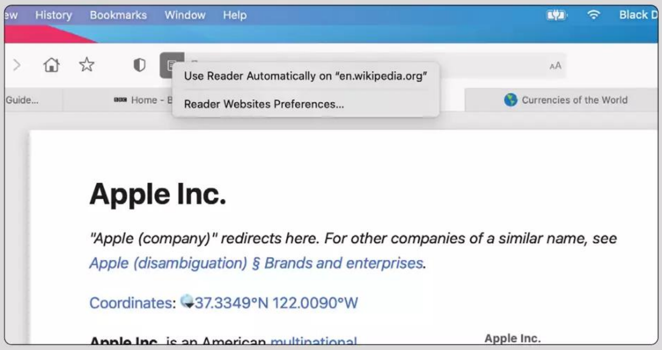
Safari Extensions

You can add extensions to Safari to expand its functionality. Open Safari's Preferences window (Safari > Preferences) and select Extensions. Click on the Get Extensions button to access a web page, from where they can be installed.

The Reader View.

Safari's Reader View cuts down on the distractions and lets you concentrate on what it is you're trying to read.


Safari
File
Edit
View
History
Bookmarks
Window
Help
Show Reader View
Apple Inc. - Wikipedia
Currencies of the World
WIKIPEDIA
The Free Encyclopedia
Apple Inc.
BBC News


History
Bookmarks
Window
Help
Use Reader Automatically on "en.wikipedia.org"
Reader Websites Preferences...
Currencies of the World
Apple Inc.

The Reader View isn't available on every web page. Look for these lines that appear in the left-hand side of the URL field when you hover the pointer over it. If they're there, you can click them to access the Reader View, for a simpler (and easily printed) page.

The Reader View can be configured to your own requirements. Right or Ctrl-click on the Reader View icon and you get a menu as shown, from where you can opt to always use Reader View on the current site. You can also click the two As icon to change the font, size and more.

Mail
Send & Receive Email

Big Sur has a great bundled email application, so sending and receiving emails is as easy as typing a message and clicking a button. Here's how to get the most from the Mail app.

1 This is the sidebar, which lets you select mailboxes, see emails from VIP senders or those which you've flagged, and more. You can resize and even close this sidebar by clicking and dragging the divider between this and your emails list.

2 The list of emails contained in the currently selected mailbox, in this case, All Mailboxes. The number of emails in the box, and the number of unread emails, are shown. You can resize this column by clicking and dragging its left or right edge.

3 Click this circular icon to toggle between showing all emails and only unread emails.

4 This button downloads new emails. You can set your Mail app to check automatically but this button does so manually.

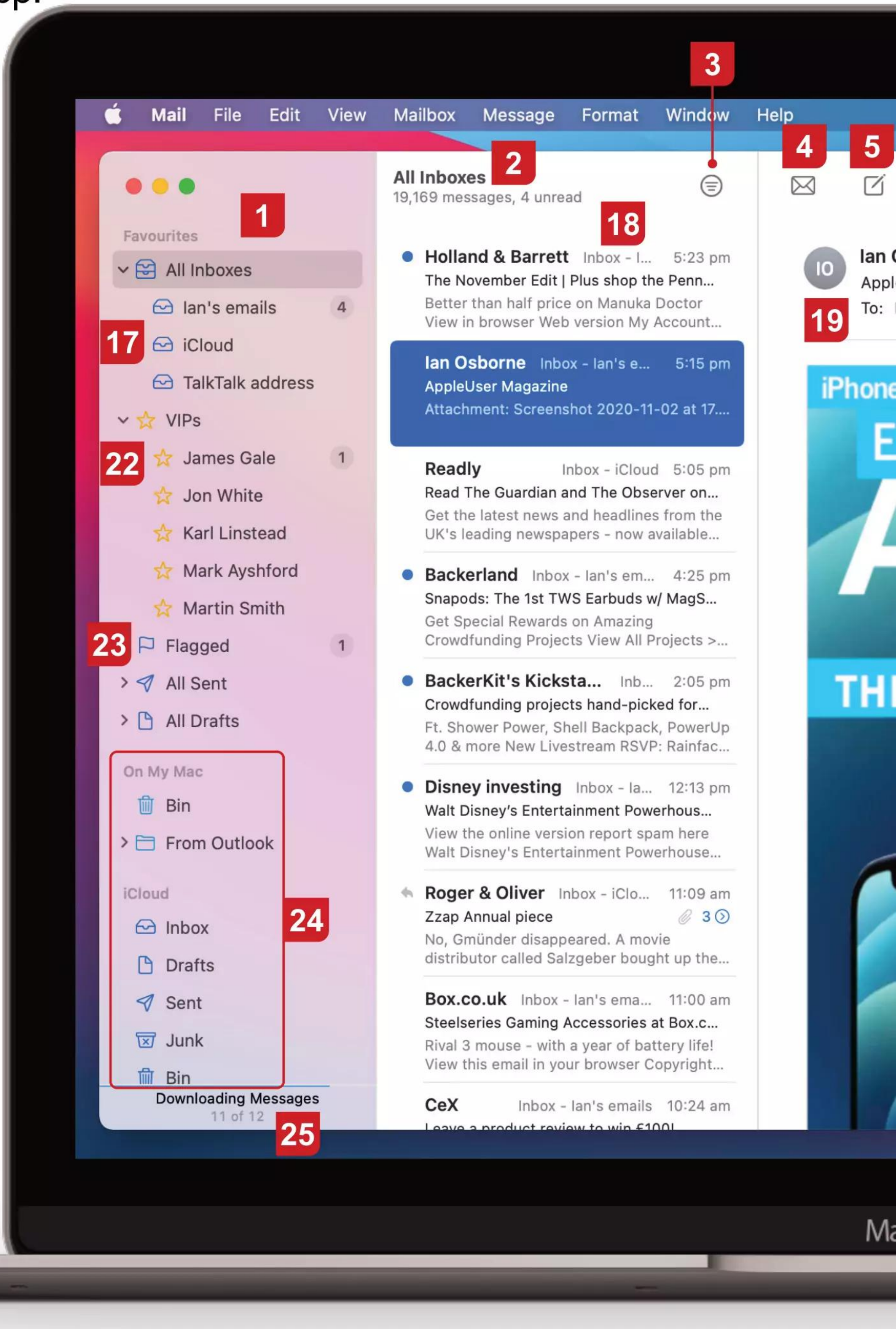
5 When you want to write a new email from scratch, click on this button to open a blank one.

6 This button archives the selected message. Very useful if you want to make sure you don't delete it.

7 If you want to throw away the currently selected email, click here to send it to the Trash folder.

8 This button moves the selected email to your junk mail folder. Use it to help the Mail app identify 'spam', which is junk emails.

9 This button lets you reply to the currently selected email, with the reply going to its sender only.


Mail
File
Edit
View
Mailbox
Message
Format
Window
Help
1
2
3
4
5
17
18
19
22
23
24
25
Favourites
All Inboxes
Ian's emails 4
iCloud
TalkTalk address
VIPs
James Gale 1
Jon White
Karl Linstead
Mark Ayshford
Martin Smith
Flagged 1
All Sent
All Drafts
On My Mac
Bin
From Outlook
iCloud
Inbox
Drafts
Sent
Junk
Bin
Downloading Messages
11 of 12
IO
To:
iPhone
Ma

All Inboxes
19,169 messages, 4 unread

Holland & Barrett Inbox - I... 5:23 pm
The November Edit | Plus shop the Penn...
Better than half price on Manuka Doctor View in browser Web version My Account...

Ian Osborne Inbox - Ian's e... 5:15 pm
AppleUser Magazine
Attachment: Screenshot 2020-11-02 at 17....

Readly Inbox - iCloud 5:05 pm
Read The Guardian and The Observer on...
Get the latest news and headlines from the UK's leading newspapers - now available...

Backerland Inbox - Ian's em... 4:25 pm
Snapods: The 1st TWS Earbuds w/ MagS...
Get Special Rewards on Amazing Crowdfunding Projects View All Projects >...

BackerKit's Kicksta... Inb... 2:05 pm
Crowdfunding projects hand-picked for...
Ft. Shower Power, Shell Backpack, PowerUp 4.0 & more New Livestream RSVP: Rainfac...

Disney investing Inbox - Ia... 12:13 pm
Walt Disney's Entertainment Powerhous...
View the online version report spam here Walt Disney's Entertainment Powerhouse...

Roger & Oliver Inbox - iClo... 11:09 am
Zzap Annual piece 3
No, Gmünder disappeared. A movie distributor called Salzgeber bought up the...

Box.co.uk Inbox - Ian's ema... 11:00 am
Steelseries Gaming Accessories at Box.c...
Rival 3 mouse - with a year of battery life! View this email in your browser Copyright...

CeX Inbox - Ian's emails 10:24 am
Leave a product review to win £100!

10 Use this button to reply to the sender of the currently selected email, but also to everyone else that received it.

11 If you want to forward an email to a third party, that is, not the person who sent it to you, use this button.

12 Click the flag to mark the currently open email with a flag of this colour. Click the chevron next to the flag for a pull-down menu that lets you select a different flag.

13 Use this button to silence notifications on threads that are sending you too many alerts.

14 This pull-down menu is another way of moving an email into another mailbox or folder.

15 Information about what mailbox the open email is in, what time it was received and the paper clip shows it has attachments.

16 To search for a specific subject, person or word/phrase in your emails, use the field here.

17 These are email inboxes and as you can see, we have three email accounts set up in Mail; however, you can have more or fewer if you prefer.

18 Your emails appear here. Unread emails are shown with a blue dot to the left. Click on an email to open it in the main window.

19 If the email's sender is in your Contacts and has a picture, it appears here. If not, it's just a grey circle with an initial in it. To the right is information about who sent and received the open email, and its subject.

20 Hover over the top of the open email and the icons numbered 7-11 are repeated. Their functionality is the same.

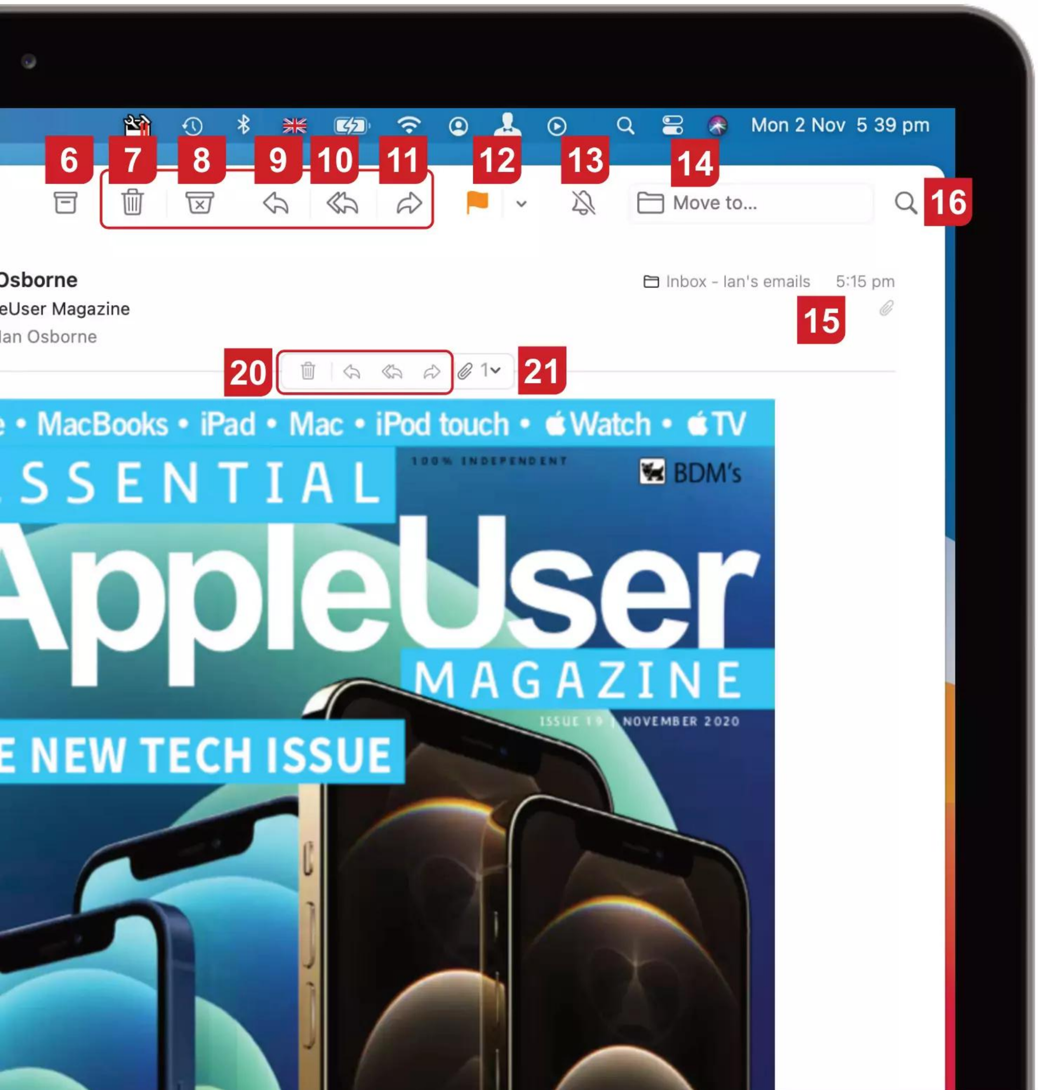
21 If the open email has attachments, click here for a pull-down listing them all, from where you can select and open them.

22 If you've identified senders as VIPs, they're listed here. Click 'VIPs' to open and close this section, and click on a VIP name to see emails from that person.

23 Here you can access emails you've flagged, sent or saved as a draft.

24 Various other mailboxes associated with the accounts you've set up in Mail.

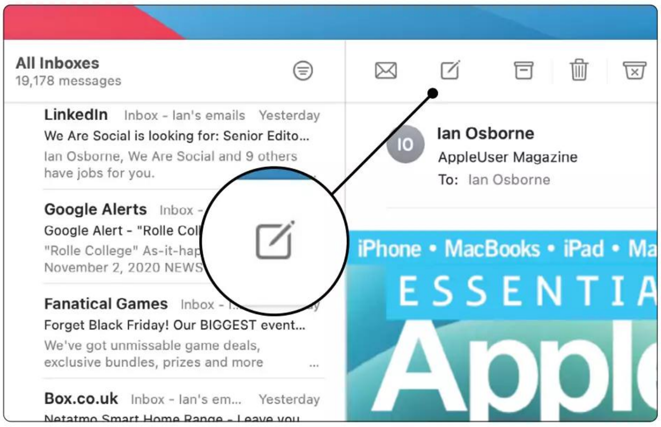
25 When email is downloading, you're told about it here.


Mon 2 Nov 5 39 pm
6
7
8
9
10
11
12
13
14
Move to...
16
Osborne
eUser Magazine
Ian Osborne
Inbox - Ian's emails
5:15 pm
15
20
1
21
• MacBooks • iPad • Mac • iPod touch • Watch • TV
SSENTIAL
100% INDEPENDENT
BDM's
AppleUser
MAGAZINE
ISSUE 19 | NOVEMBER 2020
E NEW TECH ISSUE
acBook

Updated Classic Layout.

To use the old-school, column-based layout, in the View menu, select Use Column Layout. Repeat this step to revert to the modern layout.

Sending a New Email


All Inboxes
19,178 messages
IO

LinkedIn Inbox - Ian's emails Yesterday
We Are Social is looking for: Senior Edito...
Ian Osborne, We Are Social and 9 others have jobs for you.

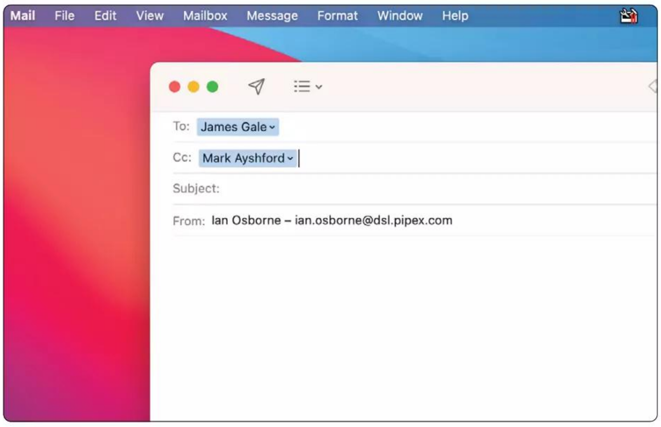
Google Alerts Inbox -
Google Alert - "Rolle Col
"Rolle College" As-it-hap
November 2, 2020 NEWS

Fanatical Games Inbox -
Forget Black Friday! Our BIGGEST event...
We've got unmissable game deals, exclusive bundles, prizes and more

Box.co.uk Inbox - Ian's em... Yesterday

Ian Osborne
AppleUser Magazine
To: Ian Osborne

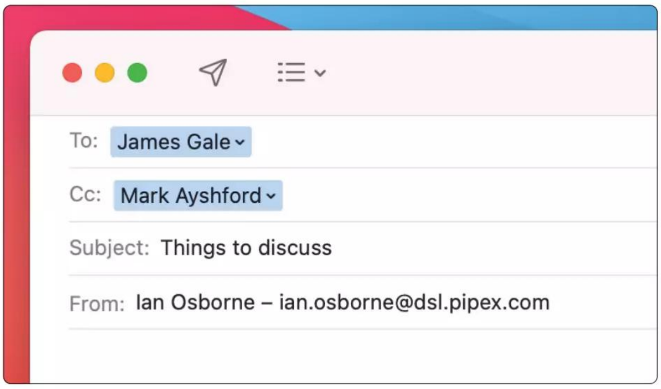
iPhone • MacBooks • iPad • Ma
ESSENTIA
Appl

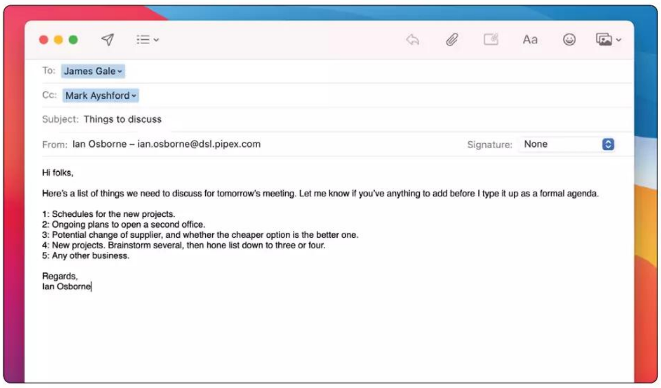

Mail File Edit View Mailbox Message Format Window Help

To: James Gale
Cc: Mark Ayshford
Subject:
From: Ian Osborne – ian.osborne@dsl.pipex.com

1 Here we show you how to open a new, blank email, write a message and send it to a given email address using the Mac's Mail app. To send a new email, click on the button in the top left corner of the screen, with a picture on it that looks like a pen writing on paper.

2 To send someone an email, type their email address into the box marked To:. To also send it to someone else, add their email address in the Cc: box. Add multiple email addresses in either box, separated by commas, to send the same message to a group of people.


To: James Gale
Cc: Mark Ayshford
Subject: Things to discuss
From: Ian Osborne – ian.osborne@dsl.pipex.com


To: James Gale
Cc: Mark Ayshford
Subject: Things to discuss
From: Ian Osborne – ian.osborne@dsl.pipex.com Signature: None

Hi folks,

Here's a list of things we need to discuss for tomorrow's meeting. Let me know if you've anything to add before I type it up as a formal agenda.

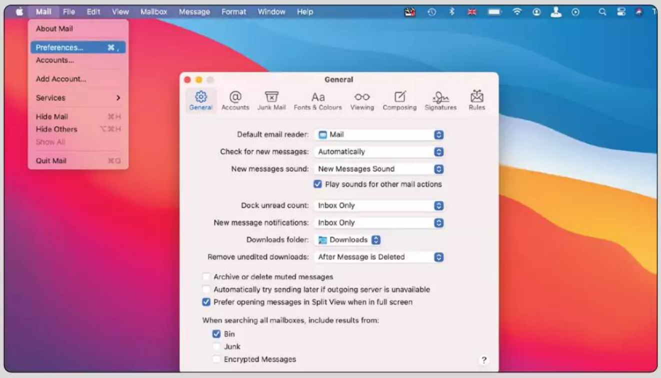
1: Schedules for the new projects.
2: Ongoing plans to open a second office.
3: Potential change of supplier, and whether the cheaper option is the better one.
4: New projects. Brainstorm several, then hone list down to three or four.
5: Any other business.

Regards,
Ian Osborne

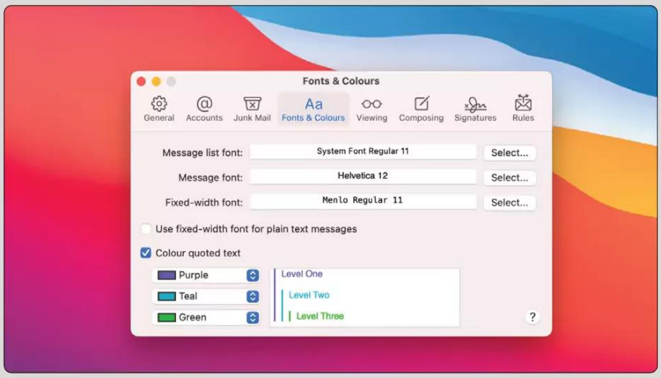
3 It's always a good idea to put something in the subject line, even if it's just 'Hello!'. Type the body of your message in the large space below. An email can be as long as you like and you can use different fonts, colours and sizes if you really feel the need.

4 Once you've finished typing your letter, click the Send button in the top left corner of the email panel to send it on its way. Email is usually sent very quickly, and your addressee should receive it within a couple of minutes, as long as there are no issue with their connection or provider.

Customising Mail.


Mail File Edit View Mailbox Message Format Window Help
About Mail
Preferences... ⌘,
Accounts...
Add Account...
Services
Hide Mail ⌘H
Hide Others ⌥⌘H
Show All
Quit Mail ⌘Q
General
General Accounts Junk Mail Fonts & Colours Viewing Composing Signatures Rules

Default email reader: Mail
Check for new messages: Automatically
New messages sound: New Messages Sound
☑ Play sounds for other mail actions
Dock unread count: Inbox Only
New message notifications: Inbox Only
Downloads folder: Downloads
Remove unedited downloads: After Message is Deleted
☐ Archive or delete muted messages
☐ Automatically try sending later if outgoing server is unavailable
☑ Prefer opening messages in Split View when in full screen
When searching all mailboxes, include results from:
☑ Bin
☐ Junk
☐ Encrypted Messages


Fonts & Colours
General Accounts Junk Mail Fonts & Colours Viewing Composing Signatures Rules
Select...
Select...
Select...
?

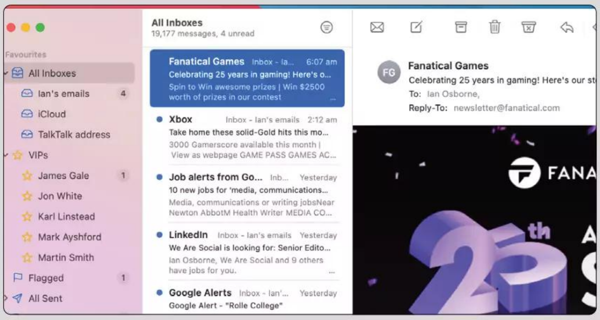
Message list font: System Font Regular 11
Message font: Helvetica 12
Fixed-width font: Menlo Regular 11
☐ Use fixed-width font for plain text messages
☑ Colour quoted text
Purple — Level One
Teal — Level Two
Green — Level Three

You can customise your Mail app by opening it and, in the Mail pull-down menu, selecting Preferences. Under the General tab, you can set an interval to check for new messages, decide where downloaded attachments go and more.

The Fonts & Colours tab lets you change the fonts and text size used with incoming emails and change the colours of quoted text. Explore the Mail preferences and set up how you choose, but be careful with the server settings.

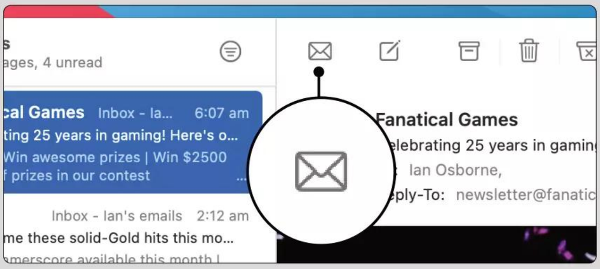
Receiving Email.

When you receive an email in your inbox, this is how you open and read it using the macOS Mail app.


Favourites
All Inboxes
Ian's emails
iCloud
TalkTalk address
VIPs
James Gale
Jon White
Karl Linstead
Mark Ayshford
Martin Smith
Flagged
All Sent
All Inboxes
19,177 messages, 4 unread

Fanatical Games
Celebrating 25 years in gaming! Here's our st…
To: Ian Osborne,
Reply-To: newsletter@fanatical.com

Once you've set up your email account, you can send and receive email. As soon as you launch Mail, it connects to your email service and collect any email that is waiting for you. These messages are shown as a list in your Inbox. Click on one and it's displayed on the right.

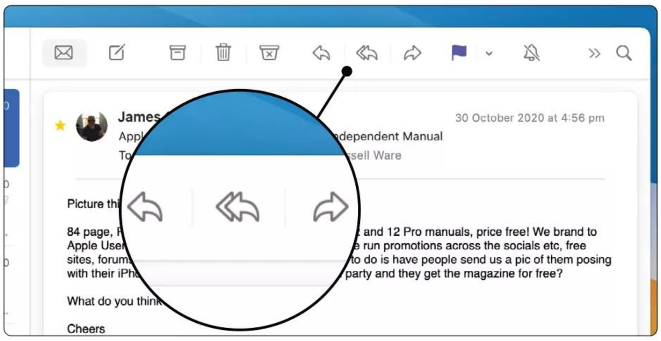

ages, 4 unread

cal Games Inbox - Ia… 6:07 am
ting 25 years in gaming! Here's o…
Win awesome prizes | Win $2500
f prizes in our contest

Inbox - Ian's emails 2:12 am
me these solid-Gold hits this mo…

Fanatical Games
elebrating 25 years in gamin
Ian Osborne,
eply-To: newsletter@fanatic

While Mail is running, it periodically checks the server for new messages. You can also prompt Mail to look at the server immediately by clicking the button in the top left of the screen that looks like an envelope.



30 October 2020 at 4:56 pm

and 12 Pro manuals, price free! We brand to
e run promotions across the socials etc, free
to do is have people send us a pic of them posing
party and they get the magazine for free?

What do you think

Cheers

Replying to & Forwarding Email

If someone you know sends you an email, you'll probably want to reply to them. Simply click on the email so you are viewing the text of it, then at the top of the screen you'll find a row of three buttons. The leftmost one has a single left-pointing arrow on it. This is the Reply button.

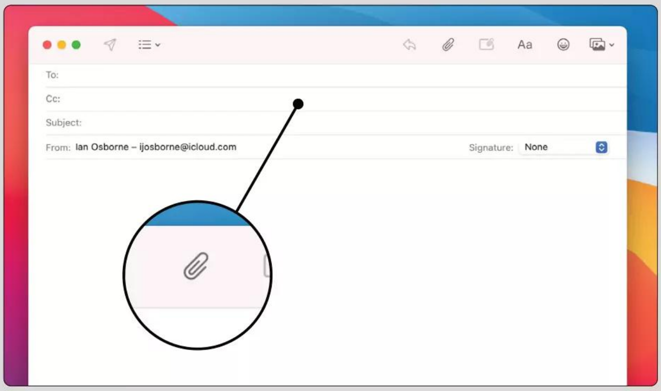
If you click on this you'll see a window pop up that looks a lot like the window for a new email, but it will have the responder's email address already in the To: box.

Next to the Reply button is a similar button with two left arrows on it. This is the Reply All button; use this with extreme care. If you have been sent an email that has also been sent to a number of other recipients, hitting Reply All will send your reply to everyone who received the original mail. Obviously if your reply was meant to be private this is a very bad idea, and has got many people into trouble.

The rightmost button of these three is the Forward button, which is used to send an email you've received to another recipient. Forwarding emails is another thing that requires care; make sure that you don't accidentally send private information to someone who was not meant to receive it.

Adding Attachments.

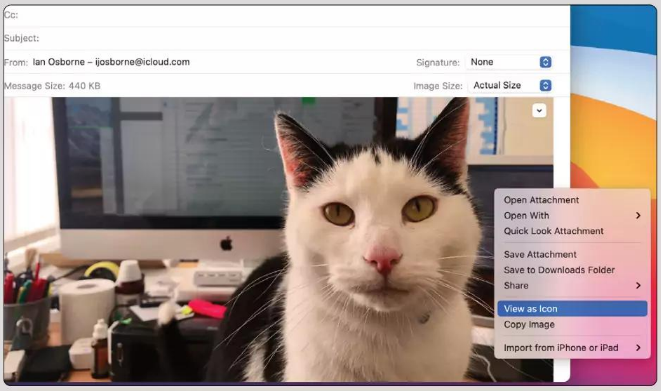
Almost any type of file can be attached and sent over the Internet along with your email.


To:
Cc:
Subject:
Aa

From: Ian Osborne – ijosborne@icloud.com

Signature: None

To add an attachment, first start an email (or reply to one you received), and then click on the button bearing the picture of a paperclip, at the top right of the email panel. This will open a Finder window, allowing you to navigate to the file or files that you want to send. Select the ones you want, then click Choose File to attach them.


Cc:
Subject:
Open Attachment
Open With
Quick Look Attachment
Save Attachment
Save to Downloads Folder
Share
View as Icon
Copy Image
Import from iPhone or iPad

From: Ian Osborne – ijosborne@icloud.com

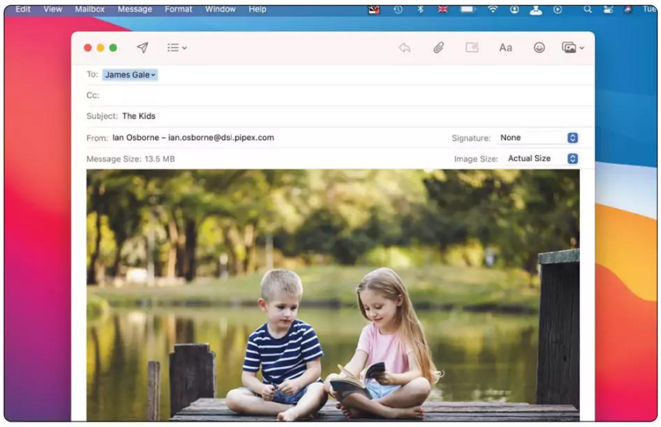
Signature: None

Message Size: 440 KB

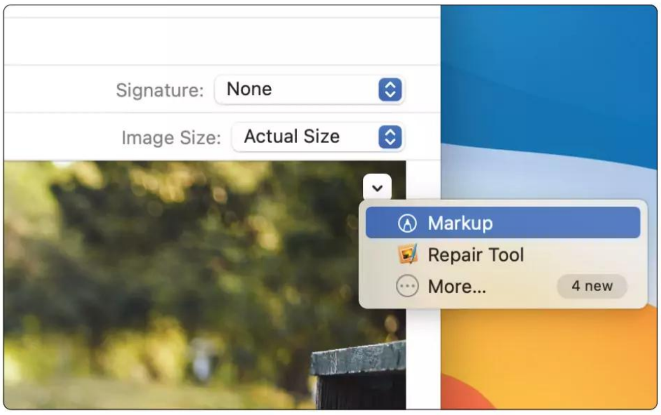
Image Size: Actual Size

In Mail, pictures you've included as attachments are shown in the body of the email for convenient viewing. This means you can turn your email into a mini-illustrated article if you want; or, if you don't want to display it as an attachment, right-click on it and from the contextual menu, choose View as Icon. It can still be opened by the recipient.

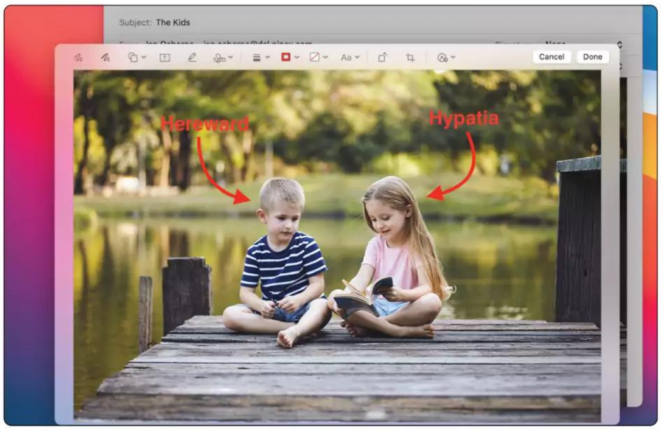
The Mail Markup Feature


To: James Gale
Subject: The Kids
From: Ian Osborne – ian.osborne@dsl.pipex.com
Signature: None
Message Size: 13.5 MB
Image Size: Actual Size
Edit
View
Mailbox
Message
Format
Window
Help
Cc:

1 The Markup feature lets you add notes and scribbles to pictures that are attached to an email before you send it. To begin using the Mail app's Markup feature, start writing an email and attach a photo to it in the usual way.


Signature: None
Image Size: Actual Size
Markup
Repair Tool
More...
4 new

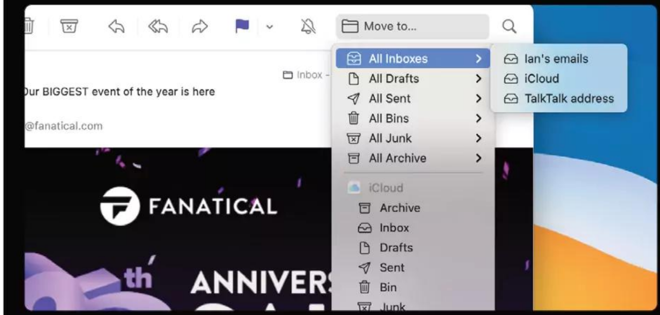
2 Click on the attached image, and then click on the small arrow that appears in the upper right corner of the photograph. Select the Markup option to open the Mail app's Markup feature. You can also use certain third-party apps to edit photos this way.


Subject: The Kids
Cancel
Done
Hereward
Hypatia

3 You can now use the interface that appears to add text, drawings, or a range of shapes and symbols directly onto the photo, in the email environment. When you're finished, click the Done button and either mark up more pictures or send your email as normal.

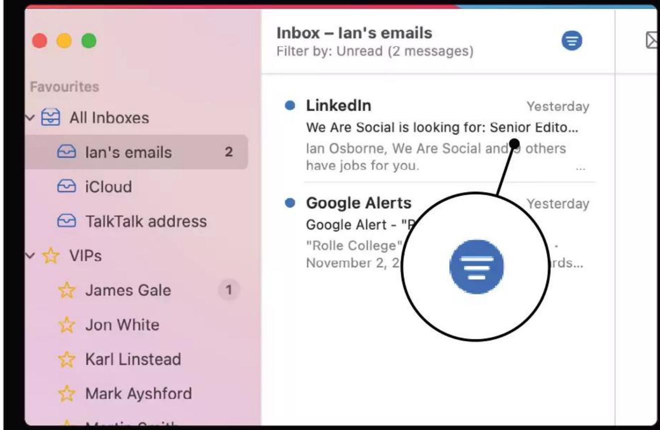
Move to...

Highlight or open an email. In the top-right corner there's a pull-down menu marked 'Move to...' in the toolbar. If your Mail window is small, you might have to click on a chevron and select it from a menu. This lets you move it to one of your folders including Trash, Junk, and folders you've set up yourself.


Move to...
Inbox
Our BIGGEST event of the year is here
@fanatical.com
FANATICAL
th ANNIVERS
All Inboxes
All Drafts
All Sent
All Bins
All Junk
All Archive
iCloud
Archive
Inbox
Drafts
Sent
Bin
Junk
Ian's emails
iCloud
TalkTalk address

Show Only Unread Messages.

You can hide emails you've already read by clicking this icon. Now only unread messages are shown. Click it again to show all your emails once more. It's great for finding emails that you received a while ago but haven't seen yet.

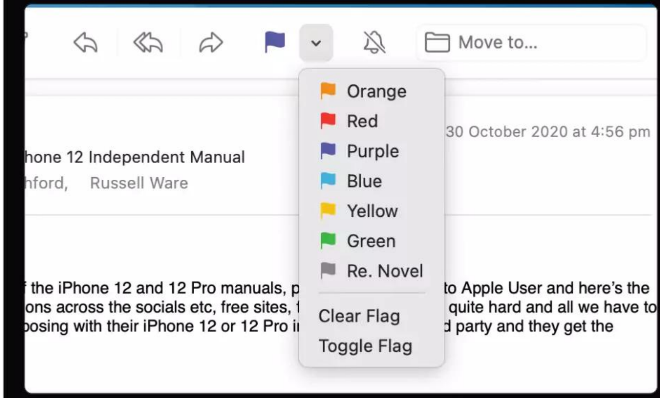

Inbox – Ian's emails
Filter by: Unread (2 messages)

LinkedIn — Yesterday
We Are Social is looking for: Senior Edito...
Ian Osborne, We Are Social and others have jobs for you.

Google Alerts — Yesterday
Google Alert - "
"Rolle College"
November 2, 2
Favourites
All Inboxes
Ian's emails
2
iCloud
TalkTalk address
VIPs
James Gale
1
Jon White
Karl Linstead
Mark Ayshford

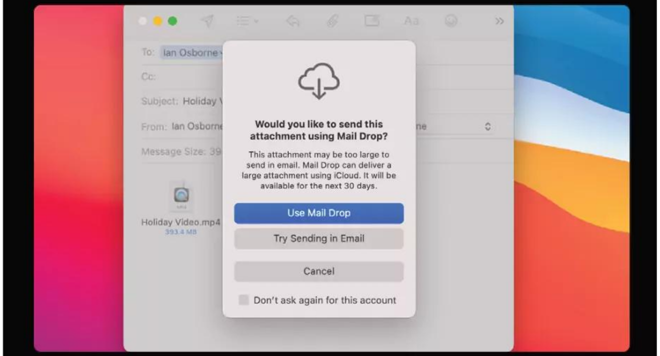
Flagging an Email.

To mark an email with a flag, highlighting it for later reference, click on the Flag pull-down and choose a colour. You can add more than one flag to a single email. To remove them again, choose Clear Flag. The 'Flagged' option in the side bar shows emails you've marked.


Move to...
Orange
Red
Purple
Blue
Yellow
Green
Re. Novel
Clear Flag
Toggle Flag
hone 12 Independent Manual
hford, Russell Ware
30 October 2020 at 4:56 pm

Mail Drop.

If you need to send large attachments via email, the Mail Drop feature is very useful.



To: Ian Osborne

Subject: Holiday V

From: Ian Osborne

Message Size: 39

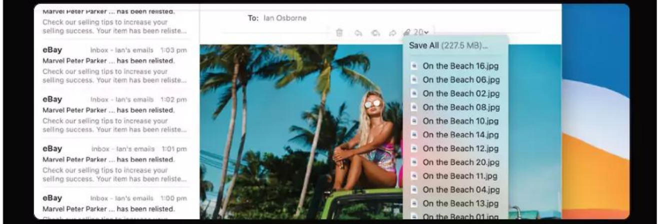
Holiday Video.mp4 393.4 MB

Would you like to send this attachment using Mail Drop?

This attachment may be too large to send in email. Mail Drop can deliver a large attachment using iCloud. It will be available for the next 30 days.

Use Mail Drop
Try Sending in Email
Cancel
☐ Don't ask again for this account

If an attachment you wish to email is too large for a regular email, it's stored on Apple's server and offered as a download instead. Depending on whether the recipient is using Mail, the attachment could appear as a download link or as thumbnails.



eBay Inbox - Ian's emails 1:03 pm
Marvel Peter Parker ... has been relisted.
Check our selling tips to increase your selling success. Your item has been reliste...

eBay Inbox - Ian's emails 1:02 pm
Marvel Peter Parker ... has been relisted.
Check our selling tips to increase your selling success. Your item has been reliste...

eBay Inbox - Ian's emails 1:01 pm
Marvel Peter Parker ... has been relisted.
Check our selling tips to increase your selling success. Your item has been reliste...

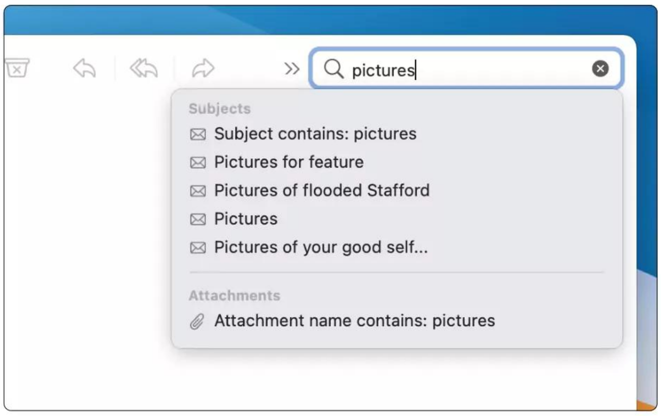
eBay Inbox - Ian's emails 1:00 pm
Marvel Peter Parker ... has been relisted.

To: Ian Osborne

20
Save All (227.5 MB)...
On the Beach 16.jpg
On the Beach 06.jpg
On the Beach 02.jpg
On the Beach 08.jpg
On the Beach 10.jpg
On the Beach 14.jpg
On the Beach 12.jpg
On the Beach 20.jpg
On the Beach 11.jpg
On the Beach 04.jpg
On the Beach 13.jpg
On the Beach 01.jpg

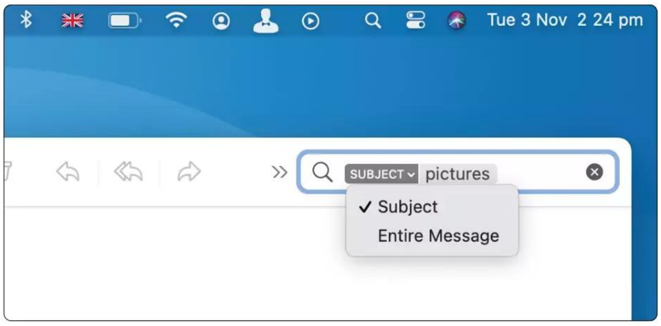
Here, we received huge photos, which are displayed as thumbnails. You can download them all by hovering over the email and clicking on the paperclip as shown. They're kept on Apple's server for a month from the date they were sent.

Searching Your Emails



pictures
Subjects
Subject contains: pictures
Pictures for feature
Pictures of flooded Stafford
Pictures
Pictures of your good self...
Attachments
Attachment name contains: pictures

1 Type your search term into the search field in the top right. Suggestions are offered for items such as people, subjects and attachments; emails that meet your search requirements are shown in the email list.

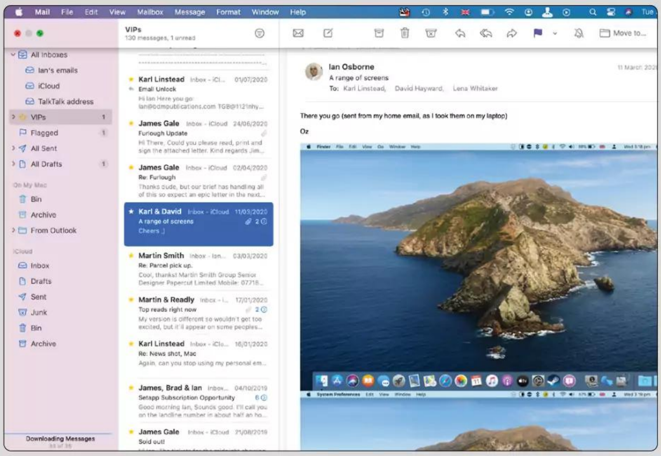


Tue 3 Nov 2 24 pm
SUBJECT
pictures
✓ Subject
Entire Message

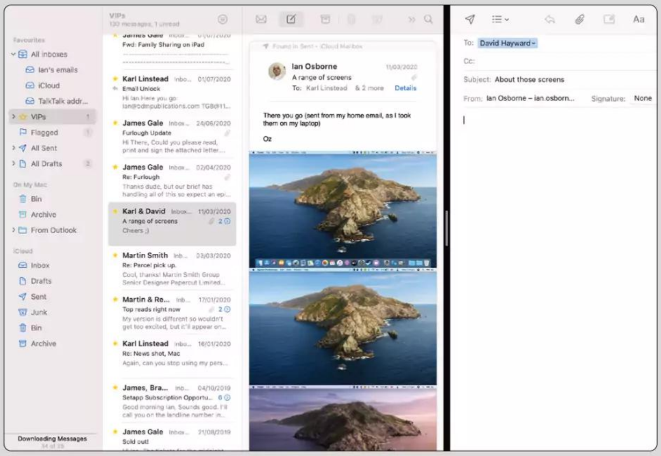
2 After clicking on one of the suggested items, you can adjust your search by clicking the first word in the field and choosing a new option, as shown here, or even adding a second search term for more advanced searches.

Mail in Full Screen Mode.

The Mail app's full-screen mode works in a different way to other apps. Here's a guide on how to use this useful feature.



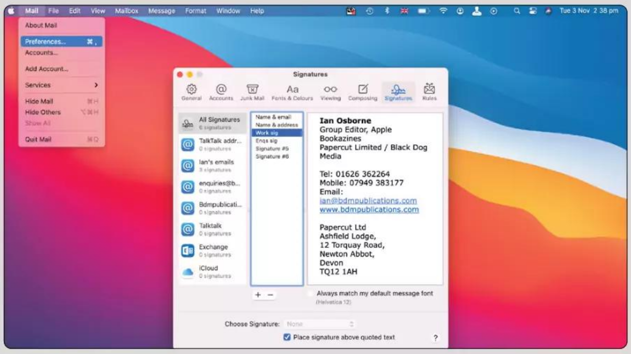
Writing or replying to an email when the Mail app is in full screen mode involves working in a split screen view. Click on the green gumdrop in the top left corner of the Mail app window to take the app into full screen mode.



Start a new email or reply to one. The screen is split, with your outgoing email shown on the right. Drag the dividing line to make more room for the email app. The email's gumdrops are shown by dragging your pointer to the top of the screen.

Using Mail Signatures.

You can add a signature to your emails, that is, a short piece of text that's at the foot of every email you send.


Signatures
General
Accounts
Junk Mail
Fonts & Colours
Viewing
Composing
Signatures
Rules
All Signatures
TalkTalk addr...
Ian's emails
enquiries@b...
Bdmpublicati...
Talktalk
Exchange
iCloud
Name & email
Name & address
Work sig
Engs sig
Signature #5
Signature #6
Always match my default message font
(Helvetica 12)
Place signature above quoted text

Ian Osborne
Group Editor, Apple Bookazines
Papercut Limited / Black Dog Media

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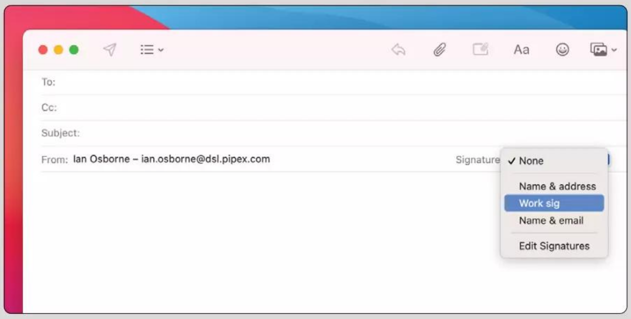
Email:
ian@bdmpublications.com
www.bdmpublications.com

Papercut Ltd
Ashfield Lodge,
12 Torquay Road,
Newton Abbot,
Devon
TQ12 1AH

Choose Signature: None

☑ Place signature above quoted text

A signature is a piece of text that you can add to the foot of your email automatically. To set one or more up, open Mail Preferences (from the Mail menu), click on Signatures in the top bar and then on the account to which you wish to add a signature in the accounts on the left. Click on the '+' button under the middle column to add a signature.


✓ None
Name & address
Work sig
Name & email
Edit Signatures

To:

Cc:

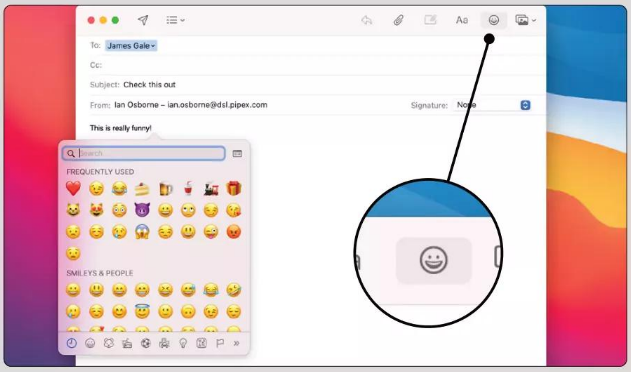
Subject:

From: Ian Osborne – ian.osborne@dsl.pipex.com

Signature: None

You can click on the name of it in the middle column and change it to anything you like, and write your chosen signature in the right-hand column. It can be anything you want. Now, when writing, forwarding, or replying to an email, you can add or remove your signature using the pull-down menu to the right of the From field.

Accessing Emojis.


FREQUENTLY USED
SMILEYS & PEOPLE

To: James Gale

Cc:

Subject: Check this out

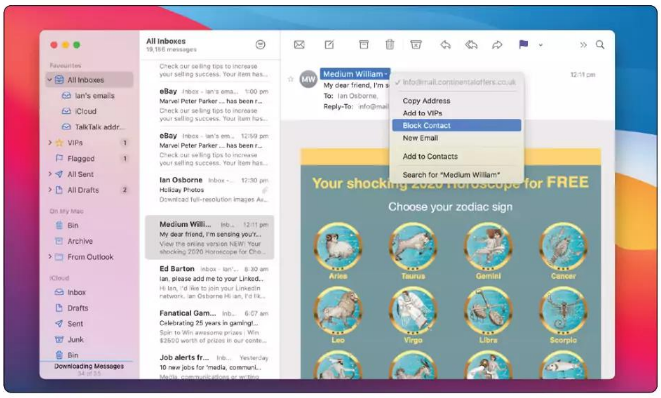
From: Ian Osborne – ian.osborne@dsl.pipex.com

Signature: None

This is really funny!

The Mail app has an emoji picker to use when writing an email. Click on the smiley face in the toolbar and you get a choice of emoji to add to your email. To add it, just click on the one you want. Scroll up and down, or click the icons at the bottom for more choices.

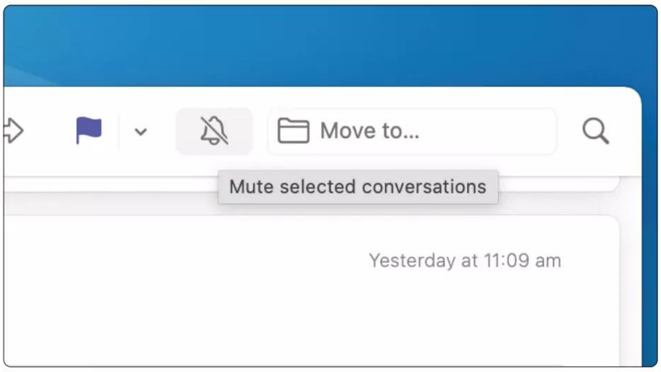
More Mail Features


All Inboxes
Ian's emails
iCloud
TalkTalk addr...
VIPs
Flagged
All Sent
All Drafts
Bin
Archive
From Outlook
Inbox
Drafts
Sent
Junk
Bin
Downloading Messages
Copy Address
Add to VIPs
Block Contact
New Email
Add to Contacts
Search for "Medium William"
Your shocking 2020 Horoscope for FREE
Choose your zodiac sign
Aries
Taurus
Gemini
Cancer
Leo
Virgo
Libra
Scorpio

Medium William
My dear friend, I'm s
To: Ian Osborne,
Reply-To: info@mail

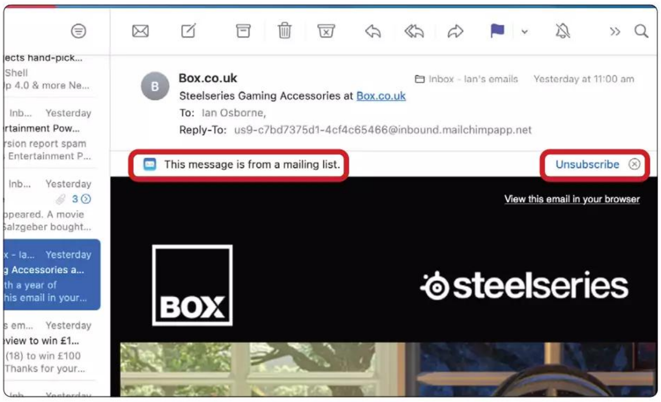
Block Contact

To block a sender who sends you emails you don't wish to receive, click on that person's name in the incoming email and select Block Contact. To stop blocked emails reaching your inbox, in Mail Preferences, go to Junk Mail and click the Blocked tab. Select 'Move it to the Bin' to send emails from blocked senders straight to the bin.


Move to...
Mute selected conversations
Yesterday at 11:09 am

Mute Thread

If an email exchange is throwing up too many notifications, you can mute it by clicking on the crossed-out bell in the toolbar. The emails still arrive as usual, but, until you unmute it again, you won't get notifications on delivery.


Inbox - Ian's emails
Yesterday at 11:00 am
Unsubscribe
View this email in your browser
BOX
steelseries

Box.co.uk
Steelseries Gaming Accessories at Box.co.uk
To: Ian Osborne,
Reply-To: us9-c7bd7375d1-4cf4c65466@inbound.mailchimpapp.net

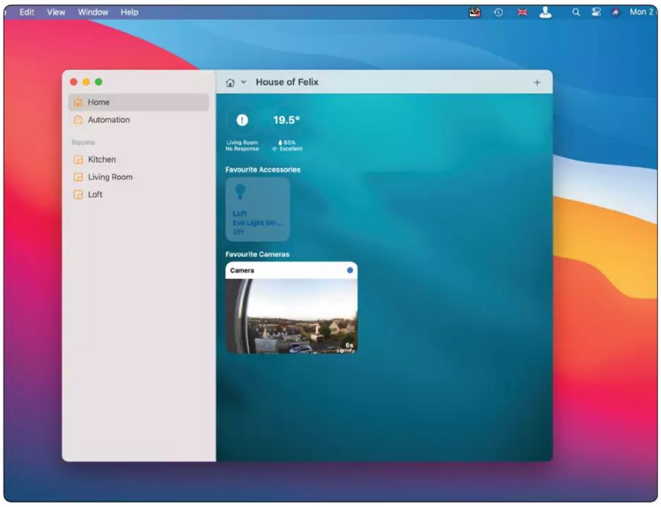
This message is from a mailing list.

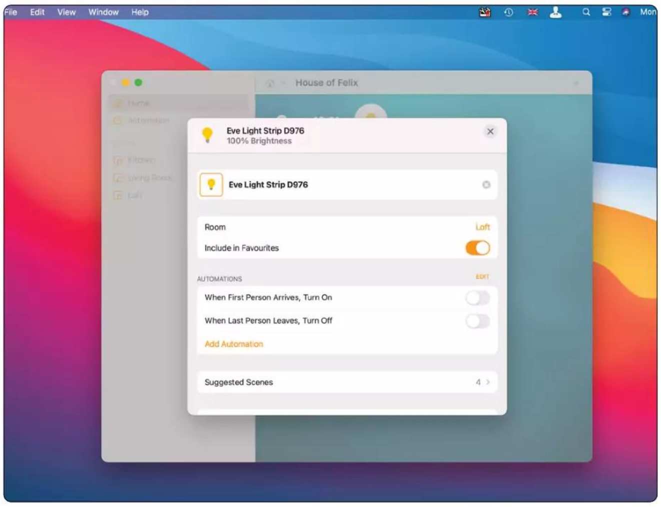
Unsubscribe

If an incoming email is from a mailing list, the Unsubscribe link now appears right at the top of the email. Click the Unsubscribe link to stop this mailing list from sending you emails in the future.

Home
For the Smart Home

Apple's HomeKit gave developers the means to control compatible household gadgets from devices such as the Mac, iPhone, iPad and iPod touch. Your connected home gear can be controlled under one application. You can set up automations too, so multiple devices can be activated with a single instruction.


Edit View Window Help
House of Felix
Home
Automation
Rooms
Kitchen
Living Room
Loft
19.5°
Living Room
No Response
Excellent
Favourite Accessories
Loft
Eve Light Str...
Off
Favourite Cameras
Camera


File Edit View Window Help
House of Felix

Eve Light Strip D976
100% Brightness

Eve Light Strip D976

Room: Loft

Include in Favourites ●

AUTOMATIONS EDIT

When First Person Arrives, Turn On ○

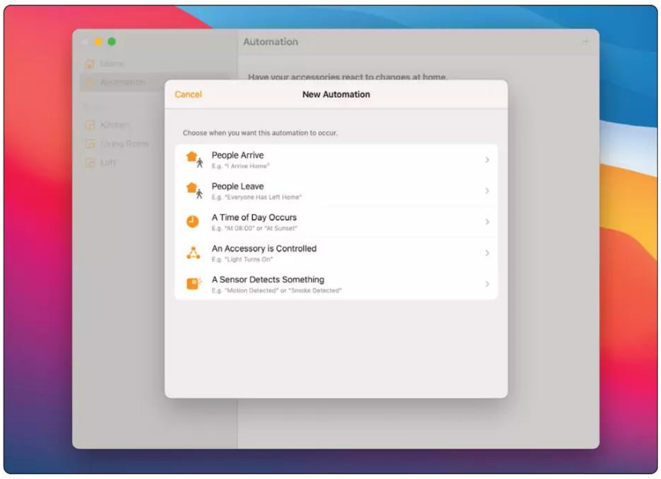
When Last Person Leaves, Turn Off ○

Add Automation

Suggested Scenes 4 >

1 Before you can make use of the Home app, you have to add HomeKit compatible devices. You can only do this from an iOS device, you can't use your Mac. There's a list of HomeKit compatible devices online at www.apple.co/2MFjhb3.

2 When you've added one or more devices using your iOS device, you can access them through Home on the Mac. Right-click on a device's window and select Settings and you can change the room they're assigned to.


Automation
Cancel
New Automation

Have your accessories react to changes at home.

Choose when you want this automation to occur.

People Arrive
E.g. "I Arrive Home"

People Leave
E.g. "Everyone Has Left Home"

A Time of Day Occurs
E.g. "At 08:00" or "At Sunset"

An Accessory is Controlled
E.g. "Light Turns On"

A Sensor Detects Something
E.g. "Motion Detected" or "Smoke Detected"

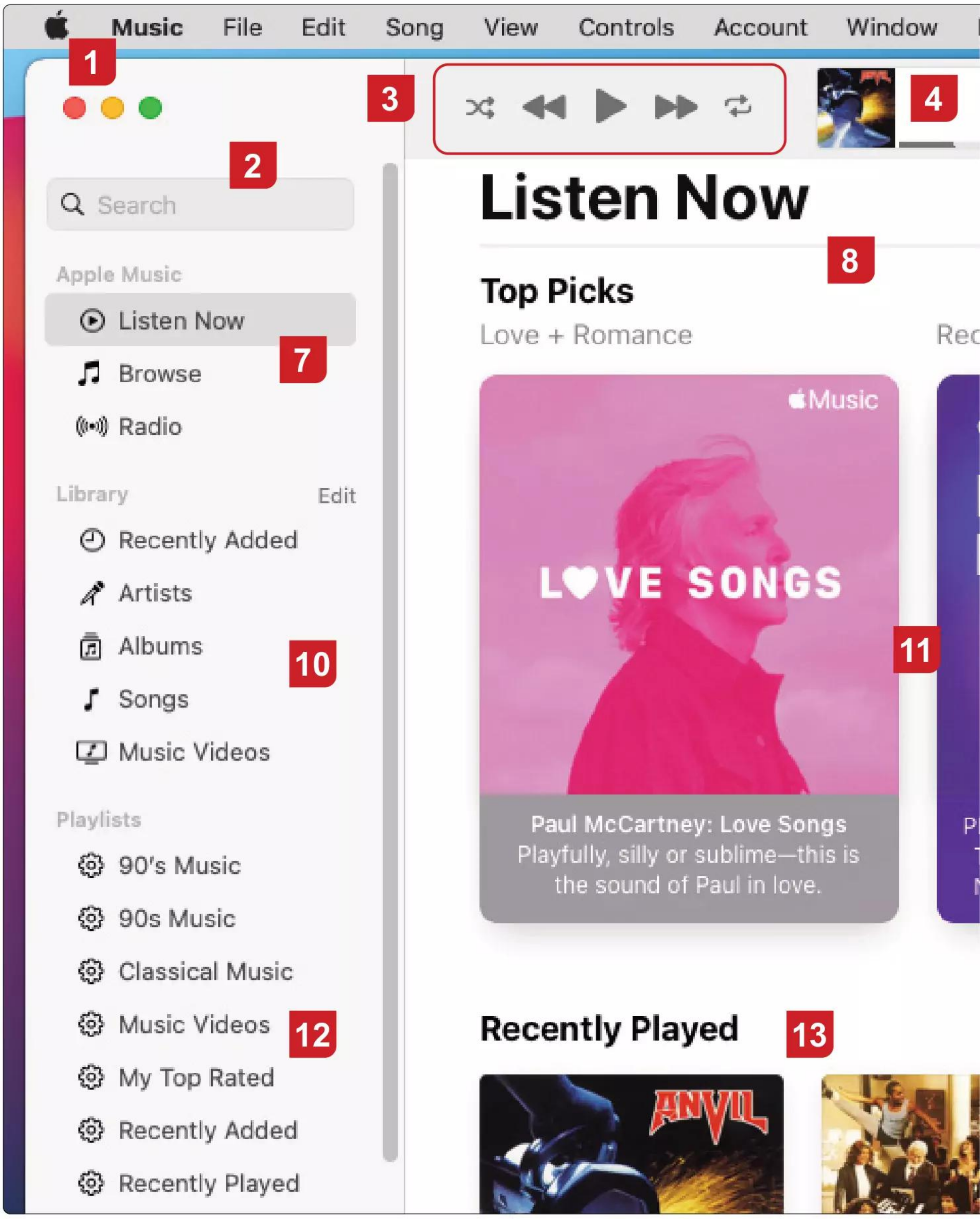
3 Click the Automation tab and you can set timers, actions and more. What they do depends on what kit you've incorporated into your Home app. Click the + icon to add automations or groups of automations (scenes).

4 For example, you can use the Home app to control and configure speakers that are compatible with HomeKit. Naturally, Apple's own HomePod, pictured here, fits the bill but there are plenty more.

Music
Play Your Tunes

The Music app is great for enjoying all your sounds on the Mac. If you subscribe to the Apple Music service, you can stream from over 70 million tracks and numerous online radio stations. You can rip your CDs and store them on your Mac, and you can also compile playlists.

The Music app is very similar to the one found on the iPhone or the iPad. If you already use Music on a mobile device, you shouldn't have too many problems getting started.


Music
File
Edit
Song
View
Controls
Account
Window
1
2
3
4
Search
Apple Music
Listen Now
Browse
Radio
7
Library
Edit
Recently Added
Artists
Albums
Songs
Music Videos
10
Playlists
90's Music
90s Music
Classical Music
Music Videos
My Top Rated
Recently Added
Recently Played
12
Listen Now
8
Top Picks
Love + Romance
Music
LOVE SONGS
11
Recently Played
13
ANVIL

Paul McCartney: Love Songs
Playfully, silly or sublime—this is the sound of Paul in love.

1 When you're using the Music app, the top bar gives you pull-down menus offering controls and options. It's worthwhile familiarising yourself with them.

2 **The Search field:** Completion suggestions are offered as you type, and results can be limited to Apple Music, or your on-Mac library, as you wish. Results include artists, songs, albums and more.

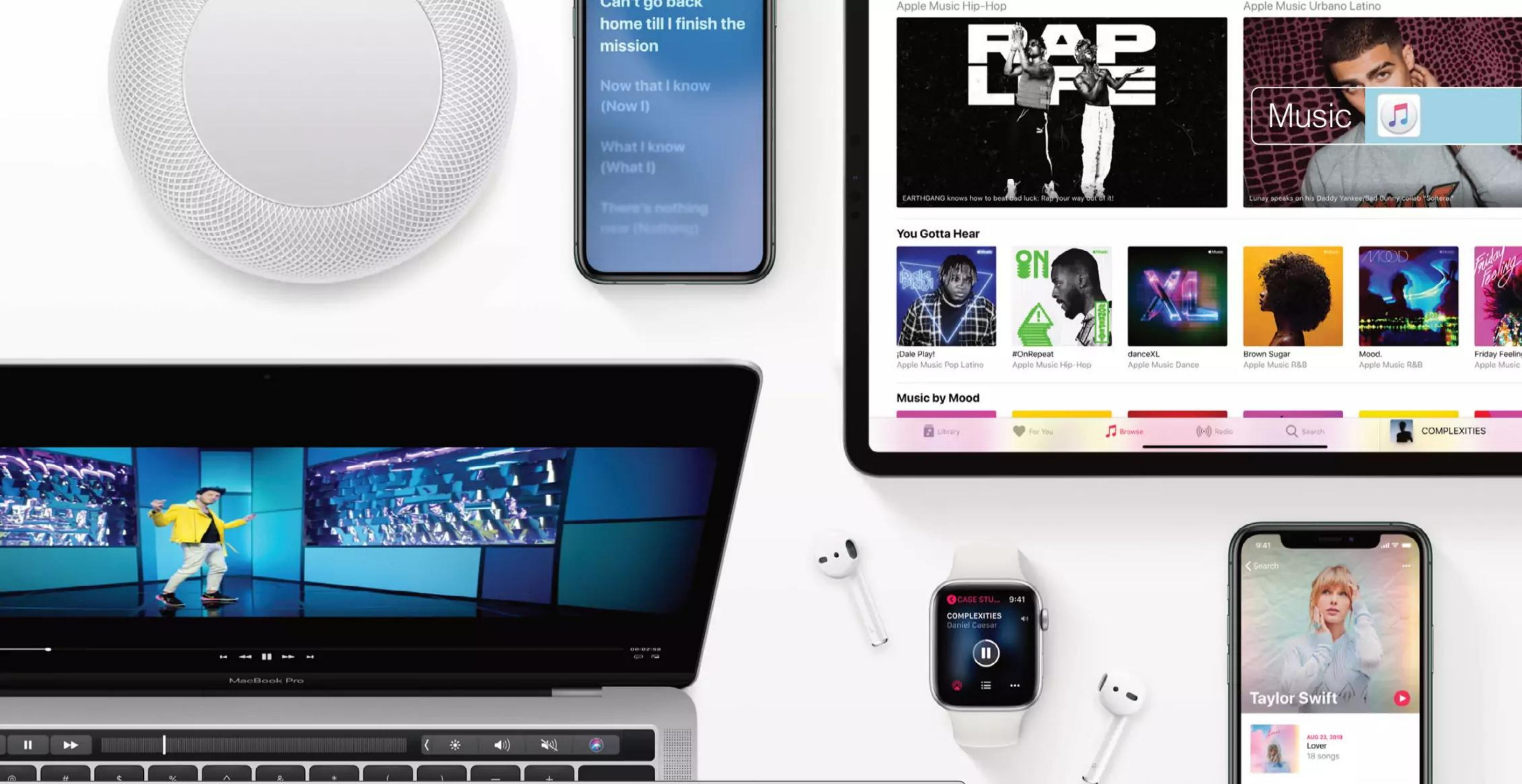
3 **The controls:** These are, in turn, Shuffle Tracks, Previous track, Play/Pause, Next track, Repeat Play.

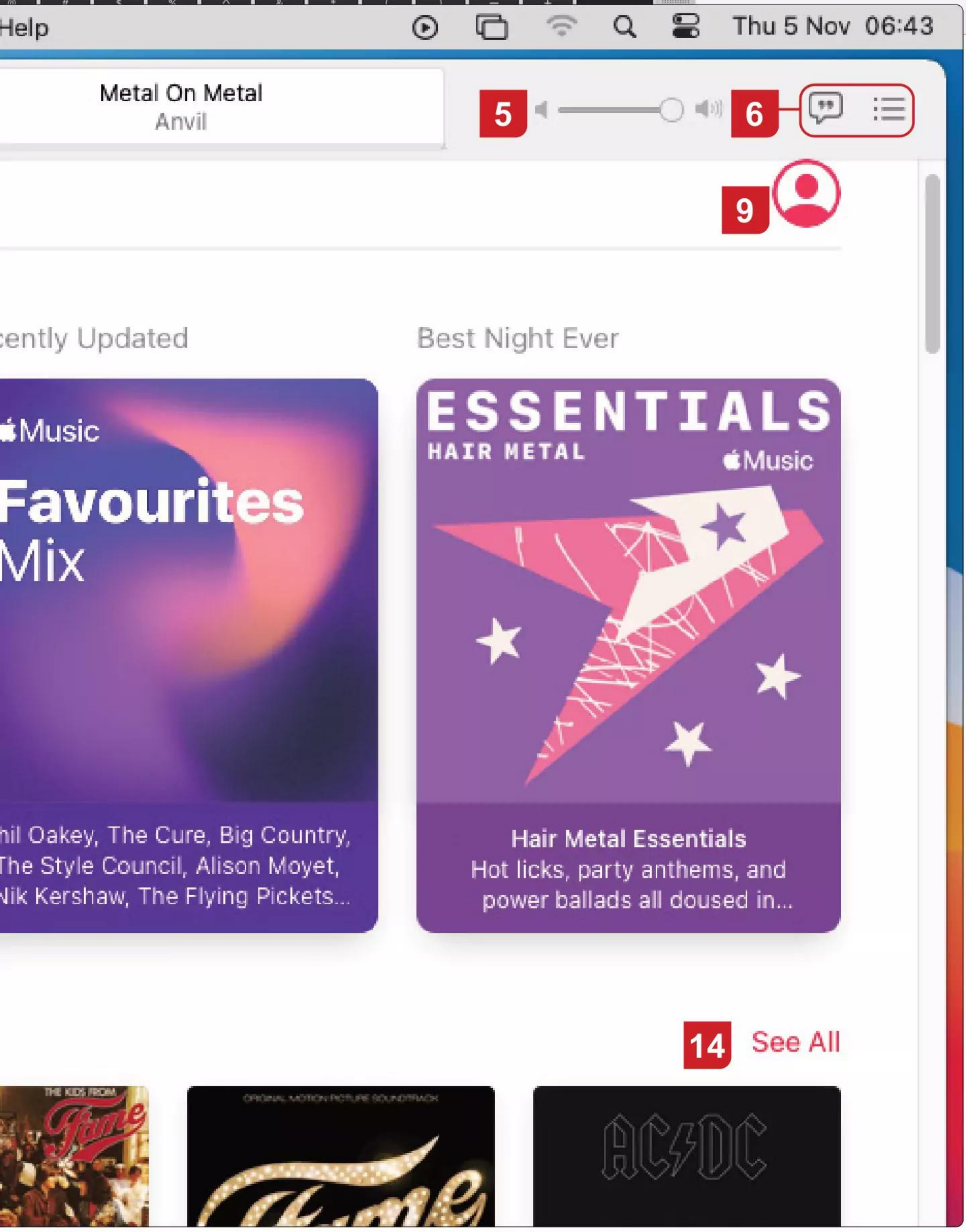
4 When you're playing music, the album art, artist and title are shown here. Click on the album art to switch to the mini player, which shows the album art and controls only and takes up much less space on the screen. The line under the track name lets you scrub through the song.

5 **The volume slider:** Click and drag the dot, and move it left and right to change the volume.

6 The left icon opens a sidebar showing the lyrics to the current track. The right icon shows you what's next. Drag the pointer over the list and you can remove tracks you'd rather not play.

7 **Apple Music controls:** If you have an Apple Music account,




Help
Thu 5 Nov 06:43
Metal On Metal
Anvil
5
6
9
cently Updated
Best Night Ever
Music
Favourites
Mix
hil Oakey, The Cure, Big Country,
The Style Council, Alison Moyet,
Nik Kershaw, The Flying Pickets...
ESSENTIALS
HAIR METAL
Music
Hair Metal Essentials
Hot licks, party anthems, and
power ballads all doused in...
14
See All

Listen Now is the main page, offering suggestions of music you might like and showing what you played recently. Browse is great for finding new music, and Radio gives access to streaming stations.

8 This is the Listen Now page, your gateway to the Apple Music streaming service.

9 This is the gateway to your Music social network. Click on it and you can find out what sounds your friends are listening to, and discover and enjoy new music together.

10 These are the options for your Library, that is, music you've installed on your Mac. It can be arranged into Artists, Albums, or Songs, and there are sections for music you've recently added and music videos.

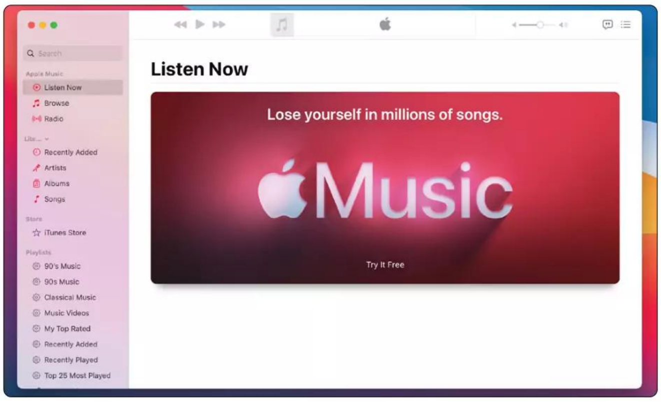
11 At the top of the Listen Now page is Top Picks, a series of playlists made up of tracks chosen for you based on previous plays, tunes you play a lot, themed playlists, etc. Scroll left and right for more.

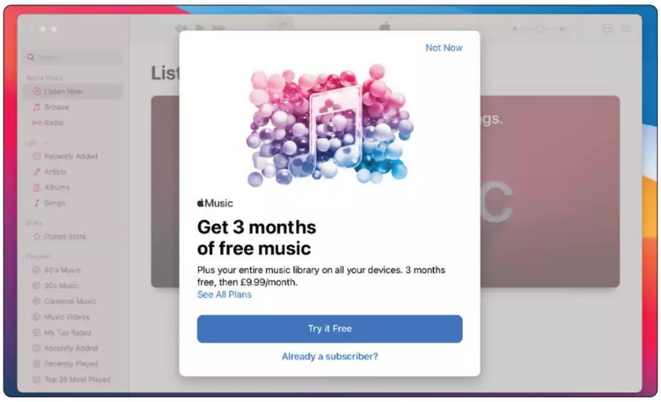
12 These are your playlists. The top ones are Smart Playlists, which add songs automatically according to rules, and the lower ones are playlists you build yourself.

13 This is a round-up of music you've recently streamed. Scroll this page up for more suggestions, again based on previous listens.

14 Click this link to see a wider range of music you've recently played.

Signing Up for Apple Music

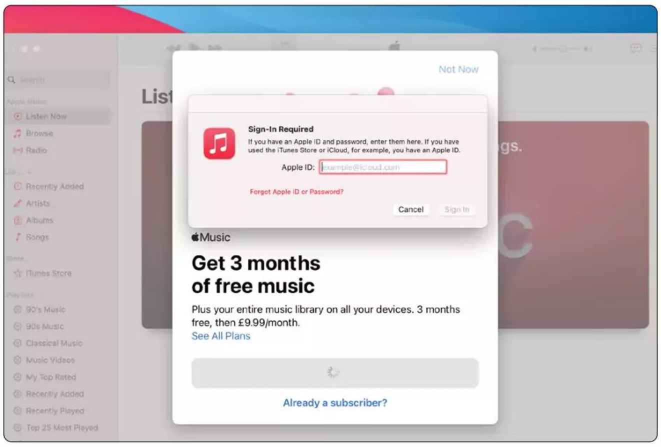

Search
Apple Music
Listen Now
Browse
Radio
Library
Recently Added
Artists
Albums
Songs
Store
iTunes Store
Playlists
90's Music
90s Music
Classical Music
Music Videos
My Top Rated
Recently Added
Recently Played
Top 25 Most Played
Listen Now
Lose yourself in millions of songs.
Music
Try It Free


Not Now
Music
Get 3 months
of free music
See All Plans
Try it Free
Already a subscriber?

Plus your entire music library on all your devices. 3 months free, then £9.99/month.

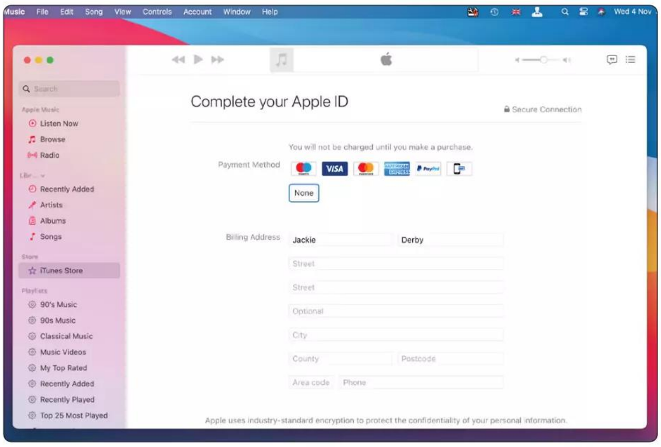
1 With an Apple Music account, you can stream from 70 million songs for a set monthly fee. To sign up for an account, click on Listen Now in the left-hand sidebar. You can then click Try it For Free to learn about and sign up to the service.

2 A pop-up window appears inviting you to subscribe as an individual, for £9.99/$9.99/9.99 € after your free trial. Click Try it For Free to do so, or See All Plans to choose a Family or Student account


Not Now
Sign-In Required
Apple ID:
example@icloud.com
Forgot Apple ID or Password?
Cancel
Sign In
Music
Get 3 months
of free music
See All Plans
Already a subscriber?

If you have an Apple ID and password, enter them here. If you have used the iTunes Store or iCloud, for example, you have an Apple ID.

Plus your entire music library on all your devices. 3 months free, then £9.99/month.


Music
File
Edit
Song
View
Controls
Account
Window
Help
Wed 4 Nov
Complete your Apple ID
Secure Connection
Payment Method
VISA
None

You will not be charged until you make a purchase.

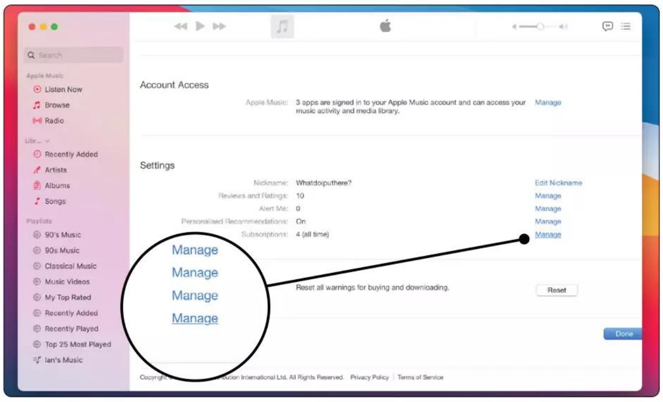
Billing Address: Jackie Derby

Apple uses industry-standard encryption to protect the confidentiality of your personal information.

3 You must then sign using to your Apple ID. Enter your Apple ID's email address, then your password, and then click Sign In to proceed to the next step. If you've forgotten your details, click the Forgot Apple ID or Password? link.

4 If you've not yet used your Apple ID on the App Store, you have to ender payment information as shown. You then follow the on-screen instructions regarding what kind of music you like. When done, you're ready to start.

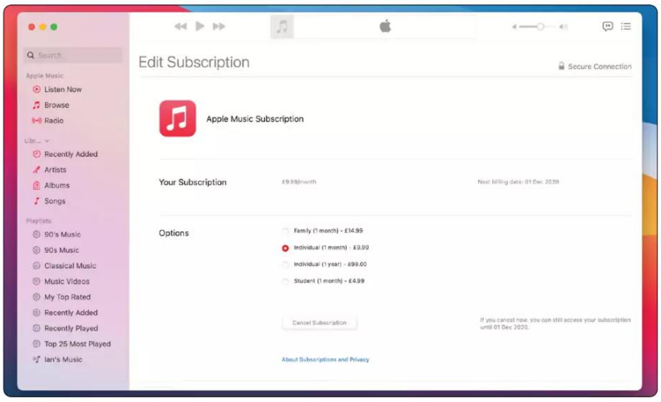
Changing or Cancelling Your Subscription


Account Access
Settings
Manage
Edit Nickname
Manage
Manage
Manage
Manage
Manage
Manage
Manage
Manage
Reset
Done
Privacy Policy
Terms of Service

Apple Music: 3 apps are signed in to your Apple Music account and can access your music activity and media library.

Nickname: Whatdoiputhere?
Reviews and Ratings: 10
Alert Me: 0
Personalised Recommendations: On
Subscriptions: 4 (all time)

Reset all warnings for buying and downloading.


Edit Subscription
Secure Connection
Apple Music Subscription
Cancel Subscription
About Subscriptions and Privacy

Your Subscription: £9.99/month — Next billing date: 01 Dec 2020

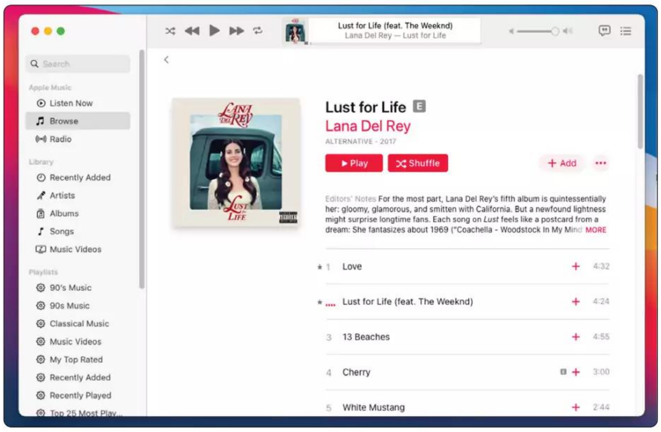
Options:
○ Family (1 month) - £14.99
● Individual (1 month) - £9.99
○ Individual (1 year) - £99.00
○ Student (1 month) - £4.99

If you cancel now, you can still access your subscription until 01 Dec 2020.

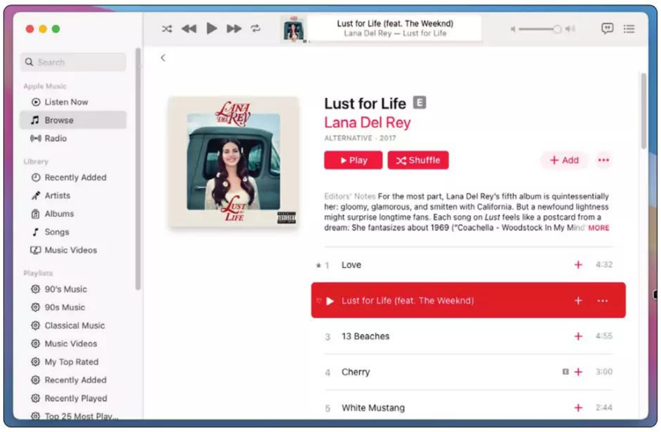
1 If you want to cancel your Apple Music subscription, first of all, click Account in the top bar and select View My Account. You're taken to your account page. Scroll down to Subscriptions (under Settings) and click the Manage link

2 On the next page, you're shown your active subscriptions. Click on Apple Music's Edit link, and on the next page, you can change your subscription to a different one (individual, family or yearly) or cancel it altogether.

Using Apple Music

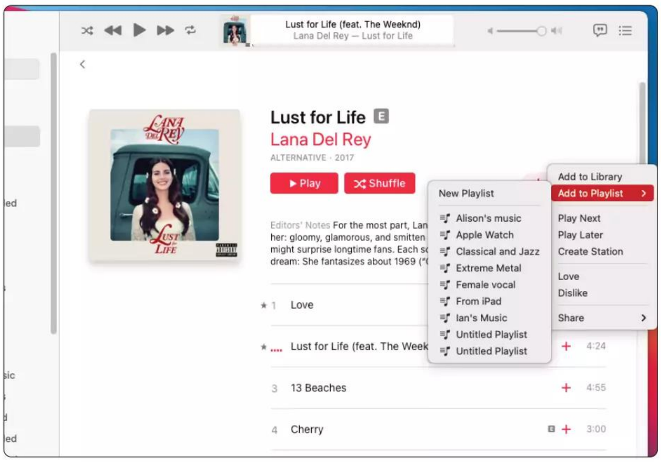

Lust for Life (feat. The Weeknd)
Lana Del Rey — Lust for Life
Search
Apple Music
Listen Now
Browse
Radio
Library
Recently Added
Artists
Albums
Songs
Music Videos
Playlists
90's Music
90s Music
Classical Music
Music Videos
My Top Rated
Recently Added
Recently Played
Top 25 Most Played
Lust for Life E
Lana Del Rey
ALTERNATIVE · 2017
▶ Play
Shuffle
+ Add
Love 4:32
Lust for Life (feat. The Weeknd) 4:24
13 Beaches 4:55
Cherry 3:00
White Mustang 2:44

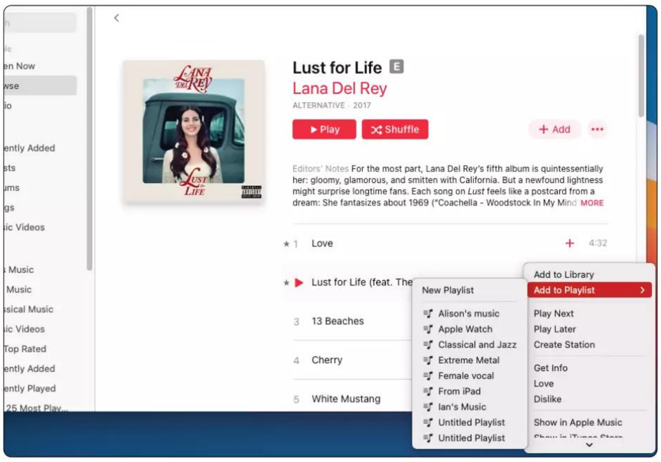
Editors' Notes For the most part, Lana Del Rey's fifth album is quintessentially her: gloomy, glamorous, and smitten with California. But a newfound lightness might surprise longtime fans. Each song on *Lust* feels like a postcard from a dream: She fantasizes about 1969 ("Coachella - Woodstock In My Mind" MORE



1 Browse or search for the artist, album, or track to which you want to listen. Here we're looking at an album. Click Play to play it in its entirety, or Shuffle to play the tracks in a random order. Tracks marked with an 'E' in a box have explicit lyrics.

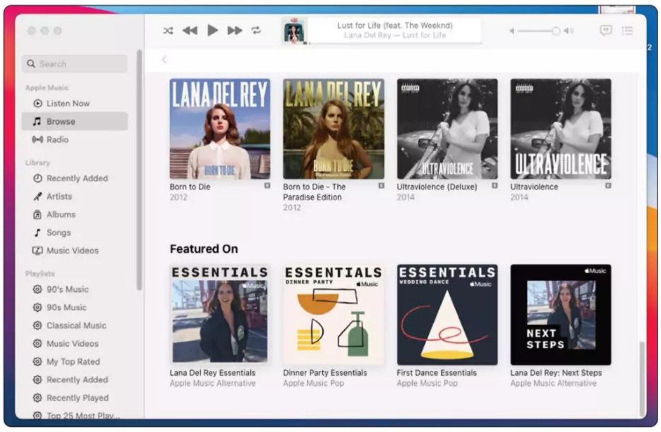
2 Music controls such as Play and Pause are found at the top of the window. To identify tracks on an album you especially like, hover the pointer over them, and click the star to their left; it becomes a heart. To change your mind, click the heart.

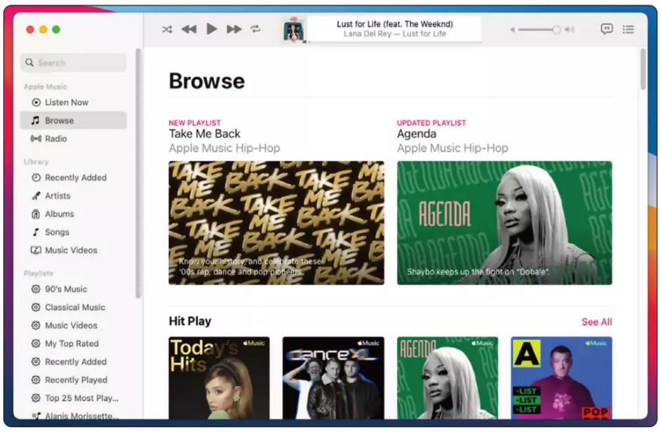

Add to Library
Add to Playlist
New Playlist
Alison's music
Apple Watch
Classical and Jazz
Extreme Metal
Female vocal
From iPad
Ian's Music
Untitled Playlist
Untitled Playlist
Play Next
Play Later
Create Station
Love
Dislike
Share


Add to Library
Add to Playlist
New Playlist
Play Next
Play Later
Create Station
Get Info
Love
Dislike
Show in Apple Music

3 Click the three-dots icon on the right above the tracks for a menu. Here you can add the album to a playlist or create a new one, share it with your friends, like or dislike the album as a whole, or create a station based on its artist.

4 Hover the pointer over a track to reveal a three-dots icon, offering a similar menu that applies to that track alone. You can also play the track by clicking the Play icon that appears when you hover the mouse/trackpad pointer over it.


Born to Die 2012
Born to Die - The Paradise Edition 2012
Ultraviolence (Deluxe) 2014
Ultraviolence 2014
Featured On
Lana Del Rey Essentials
Dinner Party Essentials
First Dance Essentials
Lana Del Rey: Next Steps

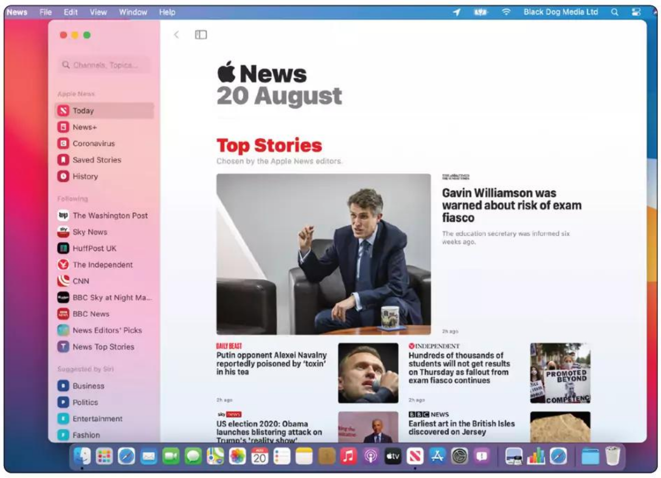

Browse
NEW PLAYLIST
Take Me Back
Apple Music Hip-Hop
UPDATED PLAYLIST
Agenda
Apple Music Hip-Hop
Hit Play
See All

5 Apple Music is all about helping you to find music you enjoy listening to. When viewing an album, you can scroll up and other titles by the artist in question are shown. Click on one to open it in the main window, click the chevron to see more.

6 The Browse section offers tracks, artists, albums, and playlists based on Apple Music editors' choices and new releases. It also offers current charts for various countries. The Radio section lets you listen by station or genre, and more.

News
Stories and Features

The News app started life on iOS before being ported over to macOS 10.14 Mojave in 2018. It's a great app for getting the important headlines as they break, from news sources around the world. It's customisable too, so you'll always be in the know with world events.


News File Edit View Window Help
Black Dog Media Ltd
Channels, Topics
Apple News
Today
News+
Coronavirus
Saved Stories
History
Following
The Washington Post
Sky News
HuffPost UK
The Independent
CNN
BBC Sky at Night Ma...
BBC News
News Editors' Picks
News Top Stories
Suggested by Siri
Business
Politics
Entertainment
Fashion

News
20 August

Top Stories
Chosen by the Apple News editors.

Gavin Williamson was warned about risk of exam fiasco
The education secretary was informed six weeks ago.
2h ago

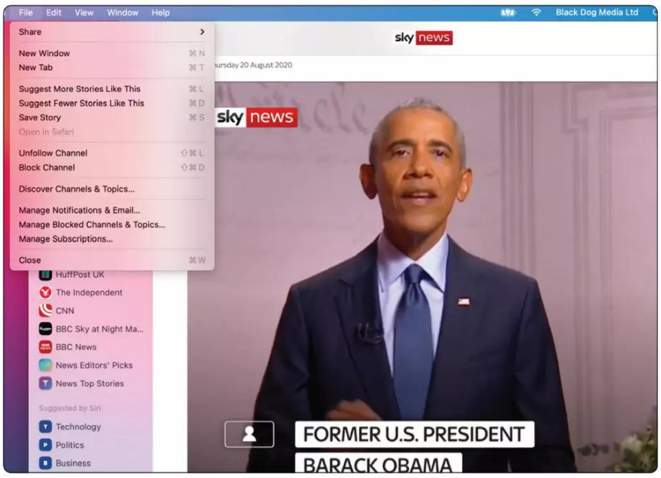
DAILY BEAST
Putin opponent Alexei Navalny reportedly poisoned by 'toxin' in his tea
2h ago

INDEPENDENT
Hundreds of thousands of students will not get results on Thursday as fallout from exam fiasco continues
2h ago

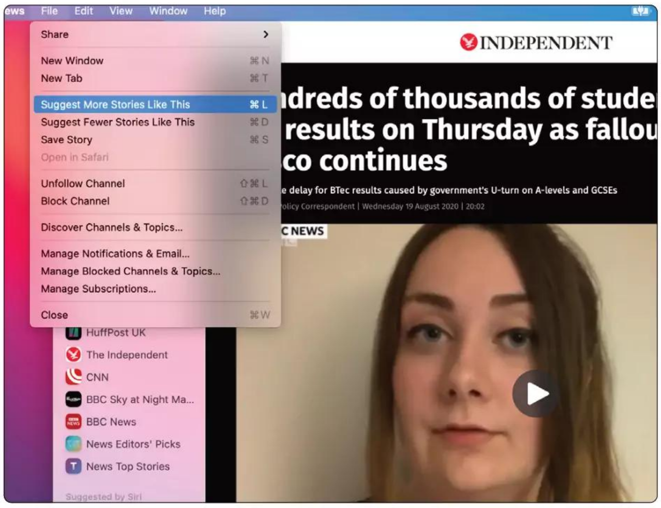
sky news
US election 2020: Obama launches blistering attack on Trump's 'reality show'

BBC NEWS
Earliest art in the British Isles discovered on Jersey

1 When you first open the News app, you see a sidebar and a main window. The sidebar's Today option is selected, giving you a range of the day's top stories. Click on a story to open it and read it in full.


File Edit View Window Help
Black Dog Media Ltd
Share
New Window ⌘N
New Tab ⌘T
Suggest More Stories Like This ⌘L
Suggest Fewer Stories Like This ⌘D
Save Story ⌘S
Open in Safari
Unfollow Channel ⇧⌘L
Block Channel ⇧⌘D
Discover Channels & Topics...
Manage Notifications & Email...
Manage Blocked Channels & Topics...
Manage Subscriptions...
Close ⌘W
HuffPost UK
The Independent
CNN
BBC Sky at Night Ma...
BBC News
News Editors' Picks
News Top Stories
Suggested by Siri
Technology
Politics
Business
sky news
ursday 20 August 2020
FORMER U.S. PRESIDENT
BARACK OBAMA

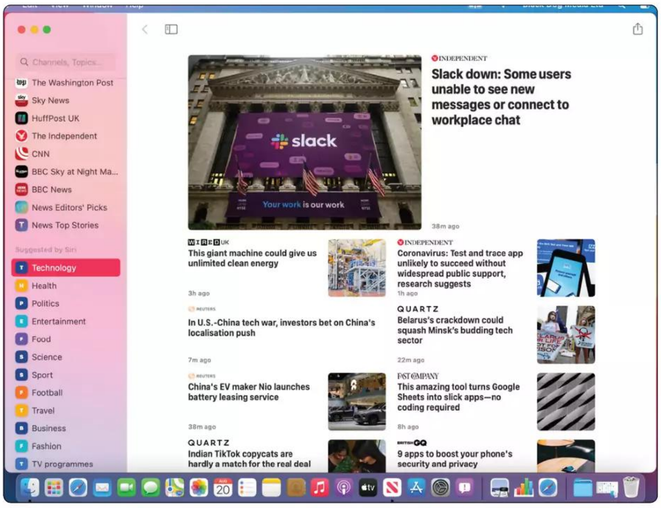
2 When you open a news story, if it has a video it can be watched within the News app. In the File menu, there's an option to open the story in Safari. This takes you to the web page from which the story was drawn.


ews File Edit View Window Help
Share
New Window ⌘N
New Tab ⌘T
Suggest More Stories Like This ⌘L
Suggest Fewer Stories Like This ⌘D
Save Story ⌘S
Open in Safari
Unfollow Channel ⇧⌘L
Block Channel ⇧⌘D
Discover Channels & Topics...
Manage Notifications & Email...
Manage Blocked Channels & Topics...
Manage Subscriptions...
Close ⌘W
HuffPost UK
The Independent
CNN
BBC Sky at Night Ma...
BBC News
News Editors' Picks
News Top Stories
Suggested by Siri
INDEPENDENT
C NEWS

ıdreds of thousands of stude
results on Thursday as fallou
co continues

e delay for BTec results caused by government's U-turn on A-levels and GCSEs
olicy Correspondent | Wednesday 19 August 2020 | 20:02

3 The Spotlight option gives you a selection of features chosen by Apple's editors. If you find a story you particularly like or dislike, choose the Suggest More or Fewer Stories Like this in the File menu to improve future suggestions.


Channels, Topics
The Washington Post
Sky News
HuffPost UK
The Independent
CNN
BBC Sky at Night Ma...
BBC News
News Editors' Picks
News Top Stories
Suggested by Siri
Technology
Health
Politics
Entertainment
Food
Science
Sport
Football
Travel
Business
Fashion
TV programmes
slack
Your work is our work

INDEPENDENT
Slack down: Some users unable to see new messages or connect to workplace chat
38m ago

WIRED UK
This giant machine could give us unlimited clean energy
3h ago

INDEPENDENT
Coronavirus: Test and trace app unlikely to succeed without widespread public support, research suggests
1h ago

REUTERS
In U.S.-China tech war, investors bet on China's localisation push
7m ago

QUARTZ
Belarus's crackdown could squash Minsk's budding tech sector
22m ago

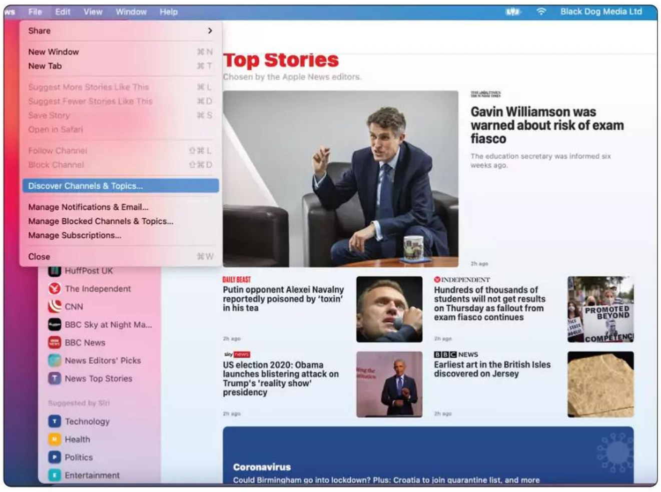
REUTERS
China's EV maker Nio launches battery leasing service
38m ago

FAST COMPANY
This amazing tool turns Google Sheets into slick apps—no coding required
8h ago

QUARTZ
Indian TikTok copycats are hardly a match for the real deal

BRITISH GQ
9 apps to boost your phone's security and privacy

4 In the sidebar section titled 'Suggested by Siri', you see various subjects the News app thinks might interest you. The stories work just like in the other sections; click one to open it, click the chevron in the top-left to go back a page.


File
Edit
View
Window
Help
Black Dog Media Ltd
Share
New Window
New Tab
Suggest More Stories Like This
Suggest Fewer Stories Like This
Save Story
Open in Safari
Follow Channel
Block Channel
Discover Channels & Topics...
Manage Notifications & Email...
Manage Blocked Channels & Topics...
Manage Subscriptions...
Close
HuffPost UK
The Independent
CNN
BBC Sky at Night Ma...
BBC News
News Editors' Picks
News Top Stories
Suggested by Siri
Technology
Health
Politics
Entertainment
Top Stories
Chosen by the Apple News editors.

Gavin Williamson was warned about risk of exam fiasco

The education secretary was informed six weeks ago.

Putin opponent Alexei Navalny reportedly poisoned by 'toxin' in his tea

Hundreds of thousands of students will not get results on Thursday as fallout from exam fiasco continues

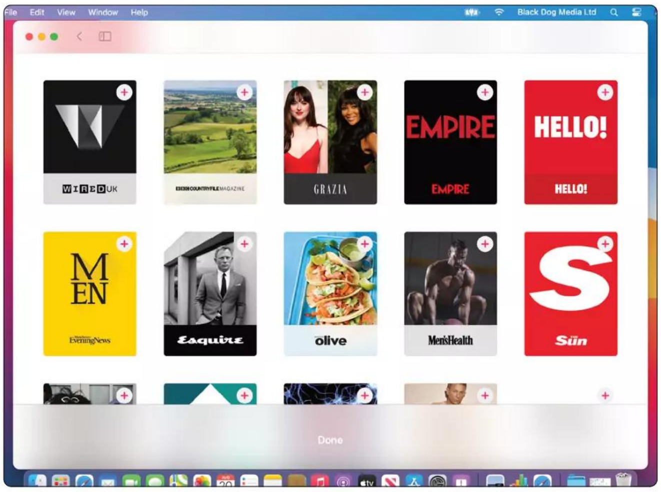
US election 2020: Obama launches blistering attack on Trump's 'reality show' presidency

Earliest art in the British Isles discovered on Jersey

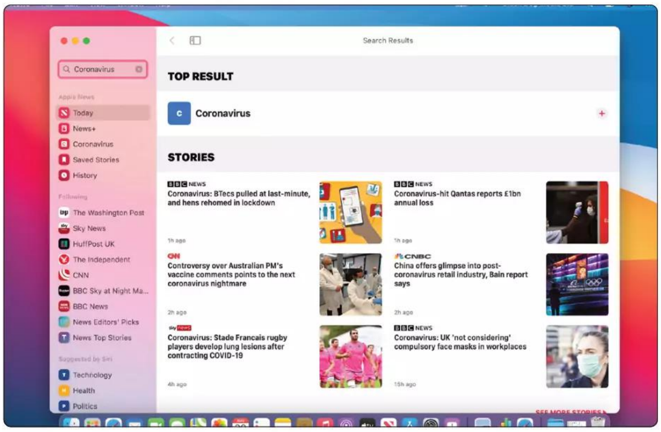
Coronavirus

Could Birmingham go into lockdown? Plus: Croatia to join quarantine list, and more

5 In the File menu is an option called Discover Channels & Topics. Click it for a range of news sources and subjects for you to choose from. Click the plus sign in the corner of any you especially like.


File
Edit
View
Window
Help
Black Dog Media Ltd
WIRED UK
GRAZIA
EMPIRE
HELLO!
MEN
Evening Standard
Esquire
olive
Men's Health
Sun
Done

6 Scroll down the window for more channels and topics. Select as many or as few as you like. When you're finished, click the Done button at the bottom. Your new sources have been added to your sidebar.


Search Results
Coronavirus
Apple News
Today
News+
Coronavirus
Saved Stories
History
Following
The Washington Post
Sky News
HuffPost UK
The Independent
CNN
BBC Sky at Night Ma...
BBC News
News Editors' Picks
News Top Stories
Suggested by Siri
Technology
Health
Politics
TOP RESULT
Coronavirus
STORIES
SEE MORE STORIES

Coronavirus: BTecs pulled at last-minute, and hens rehomed in lockdown

Coronavirus-hit Qantas reports £1bn annual loss

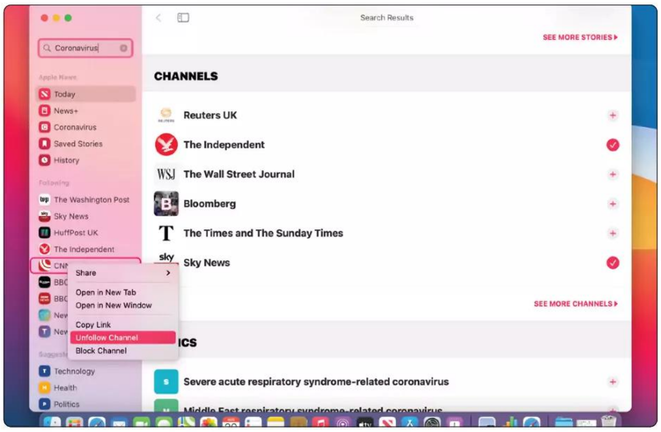
Controversy over Australian PM's vaccine comments points to the next coronavirus nightmare

China offers glimpse into post-coronavirus retail industry, Bain report says

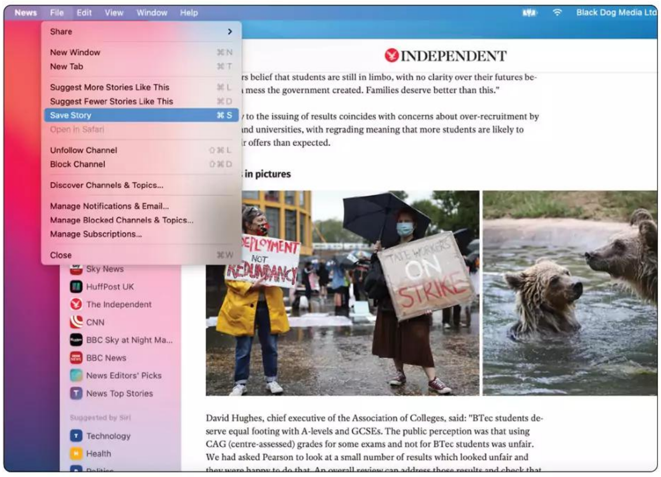
Coronavirus: Stade Francais rugby players develop lung lesions after contracting COVID-19

Coronavirus: UK 'not considering' compulsory face masks in workplaces

7 In the top right corner, you can see a search field. Enter a search term for a subject or source you're interested in and you're given a list of individual stories and channels, which write about that subject.

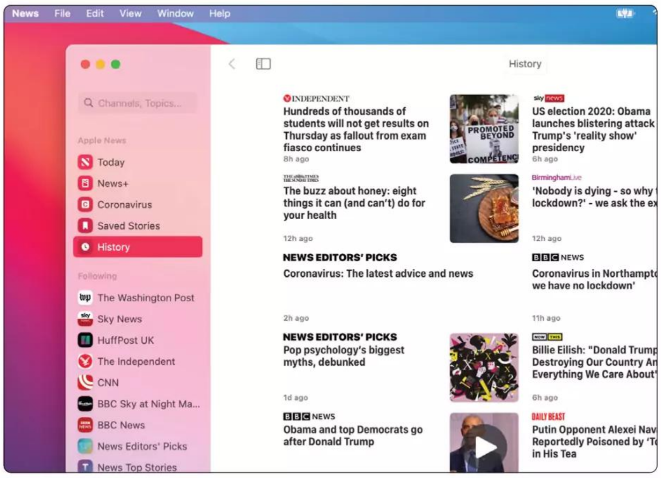

Search Results
Coronavirus
SEE MORE STORIES
CHANNELS
Reuters UK
The Independent
The Wall Street Journal
Bloomberg
The Times and The Sunday Times
Sky News
SEE MORE CHANNELS
Share
Open in New Tab
Open in New Window
Copy Link
Unfollow Channel
Block Channel
Apple News
Today
News+
Coronavirus
Saved Stories
History
Following
The Washington Post
Sky News
HuffPost UK
The Independent
Technology
Health
Politics
Severe acute respiratory syndrome-related coronavirus
Middle East respiratory syndrome-related coronavirus

8 Scroll up the search results for a list of channels and topics relating to the search. Click the plus sign to add that channel or topic to your sidebar. To remove a channel or topic, right-click on it and then select Unfollow.


News
File
Edit
View
Window
Help
Black Dog Media Ltd
Share
New Window
New Tab
Suggest More Stories Like This
Suggest Fewer Stories Like This
Save Story
Open in Safari
Unfollow Channel
Block Channel
Discover Channels & Topics...
Manage Notifications & Email...
Manage Blocked Channels & Topics...
Manage Subscriptions...
Close
Sky News
HuffPost UK
The Independent
CNN
BBC Sky at Night Ma...
BBC News
News Editors' Picks
News Top Stories
Suggested by Siri
Technology
Health
INDEPENDENT
in pictures

David Hughes, chief executive of the Association of Colleges, said: "BTec students deserve equal footing with A-levels and GCSEs. The public perception was that using CAG (centre-assessed) grades for some exams and not for BTec students was unfair. We had asked Pearson to look at a small number of results which looked unfair and

9 If you come across a news story you'd quite like to read but don't have the time, select Save Story in the File menu or type CMD-S. Click Saved Stories in the sidebar to see the pages you've saved.


News
File
Edit
View
Window
Help
History
Channels, Topics...
Apple News
Today
News+
Coronavirus
Saved Stories
History
Following
The Washington Post
Sky News
HuffPost UK
The Independent
CNN
BBC Sky at Night Ma...
BBC News
News Editors' Picks
News Top Stories

Hundreds of thousands of students will not get results on Thursday as fallout from exam fiasco continues

US election 2020: Obama launches blistering attack on Trump's 'reality show' presidency

The buzz about honey: eight things it can (and can't) do for your health

NEWS EDITORS' PICKS
Coronavirus: The latest advice and news

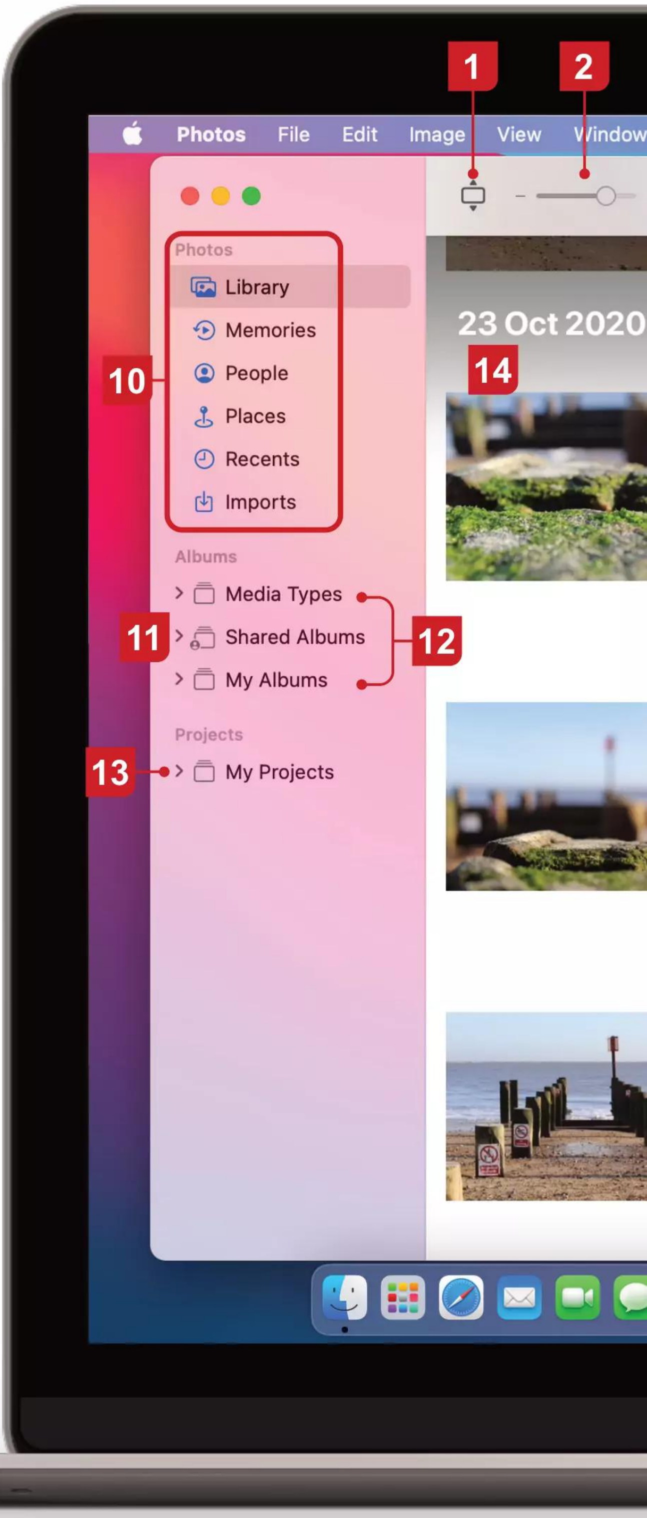
NEWS EDITORS' PICKS
Pop psychology's biggest myths, debunked

Obama and top Democrats go after Donald Trump

10 If you want to go back to a story you've previously read, it can be found in the History section near the top of the sidebar. Click this and your reading history is listed; click a story to open it once more.

Photos
Manage Your Images

The Photos app in macOS Big Sur has seen an improvement over its Catalina sibling. There are vast improvements to the way photos are displayed, as well as some extended features that really sets the Photos apart from its competition. Here's a guide on how to get the most from it.



1 Use this button to toggle between regular thumbnails of your photos, as seen here, and square-shaped images that leave little border.

2 This slider increases and decreases the size of your preview images.

3 Use these buttons to view your photos arranged according to the year, month, or day in which they were taken.

4 Click here to see all your photographs in the Photos app, arranged as thumbnails. Double-click on a thumbnail to open a photo.

5 This button opens the information window. You can use it by selecting a preview or opening a photo. The information window gives information on the picture and the camera on which it was taken, it also lets you add names to the people in it.

6 The Share button lets you add the picture to shared albums, send it using Mail, AirDrop, Messages and more, add it to Notes or Reminders, and even set it as a desktop picture.

7 Choose a photo and click the Heart button to identify a picture as one of your favourites.

8 Rotate the image 90% anti-clockwise. Hold Alt to turn it clockwise instead. Useful if a picture that's been imported is not the right way up.

9 The search field. Thanks to the Photo app's machine learning, you can search for terms like 'birthday', 'holiday', 'Christmas' and more, to find photos taken on these occasions.

10 These sidebar options represent different ways of viewing photos found in your library. Photos shows all your photos, Memories arranges them into groups, Favourites shows your best pics, and Places groups them according to where they were taken. Recents, Imports, and Recently Deleted are self-explanatory.

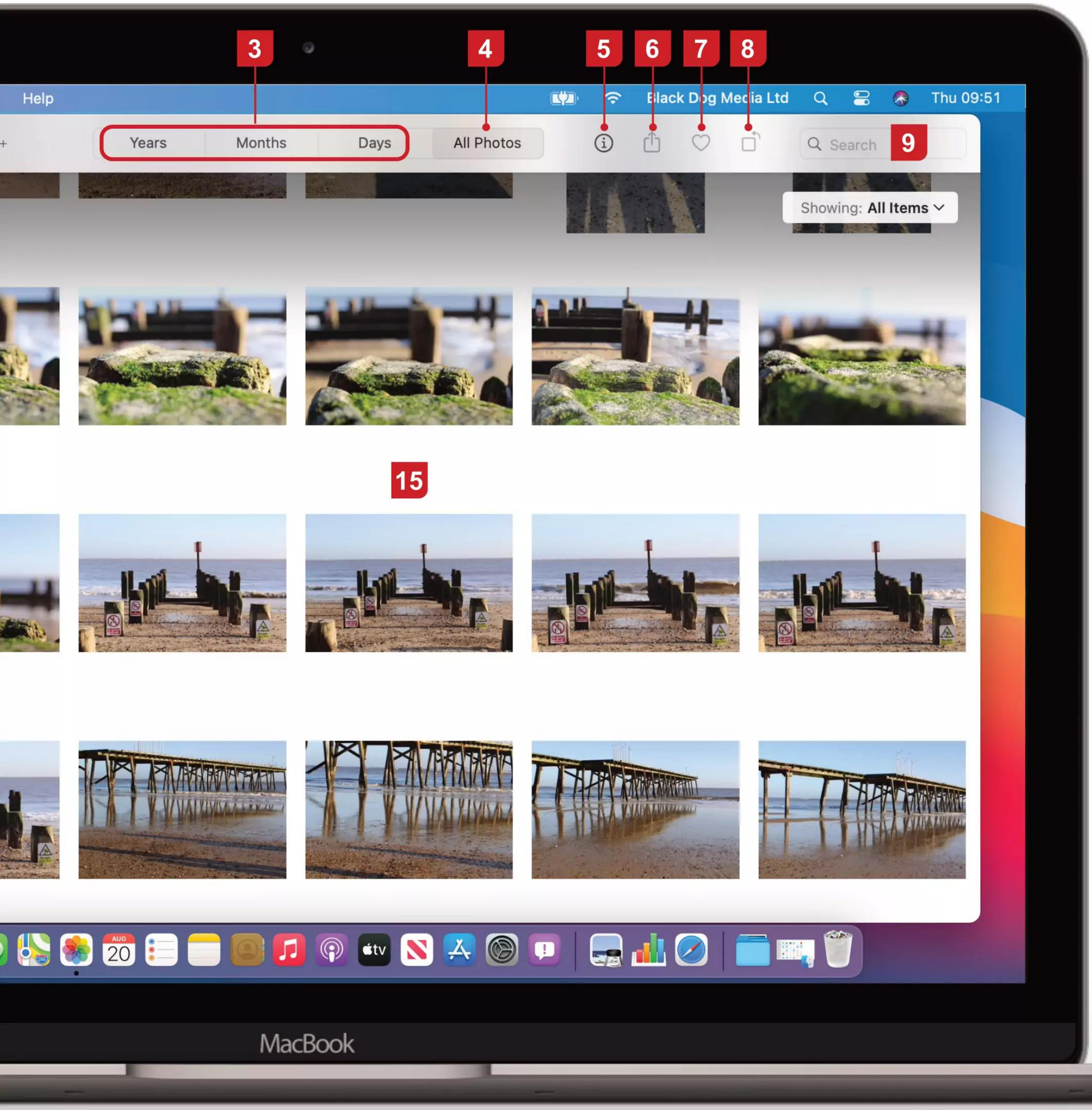
11 Photos you've shared on iCloud are listed in Activity, and Shared Albums shows the albums in which they were shared. Hover over Shared Albums and click the plus sign to start a new, shared album.

12 These are your local albums. Media Types groups your pics as videos, selfies, panoramas and more, while the My Albums option shows albums you've put together yourself.

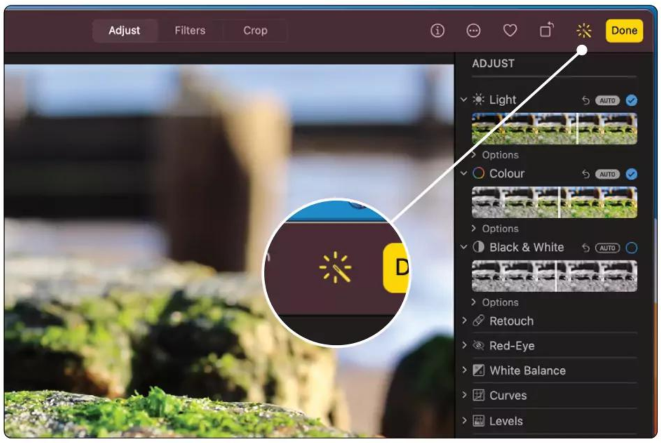
13 If you put together a book, calendar, card, print, wall decor, or slideshow based on your photos, they appear here. Apple no longer sells prints themselves, but you can get apps from the App Store for third-party services. Hover over My Projects and click the plus sign to start a new project

14 These are the dates between which the currently visible pictures were taken and the locations.

15 Your pictures, arranged as thumbnails. Click on one to open it, after which you can swipe through them or choose one from the preview bar under an open photo.


3
4
5
6
7
8
9
15
Help
Black Dog Media Ltd
Thu 09:51
Years
Months
Days
All Photos
Search
Showing: All Items
AUG
20
MacBook

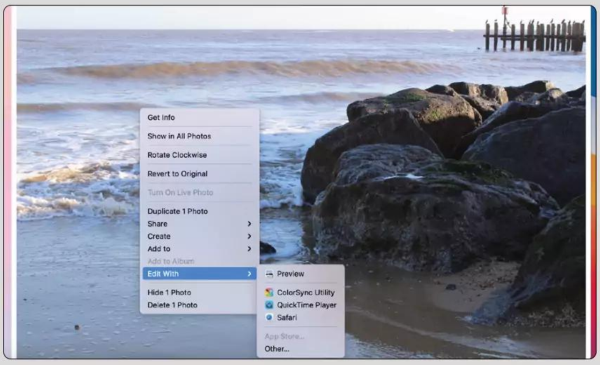
The Editing Tools

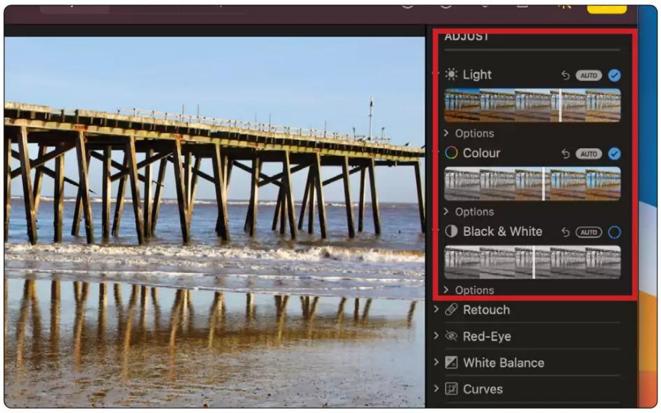

Adjust
Filters
Crop
Done
ADJUST
Light
AUTO
Options
Colour
Black & White
Retouch
Red-Eye
White Balance
Curves
Levels

1 You can edit an open photo. Use the Wand tool to automatically enhance your pic or click the Edit button to make manual adjustments. In Editing Mode, the Edit button changes to 'Done'. Click this when you've finished your edits.

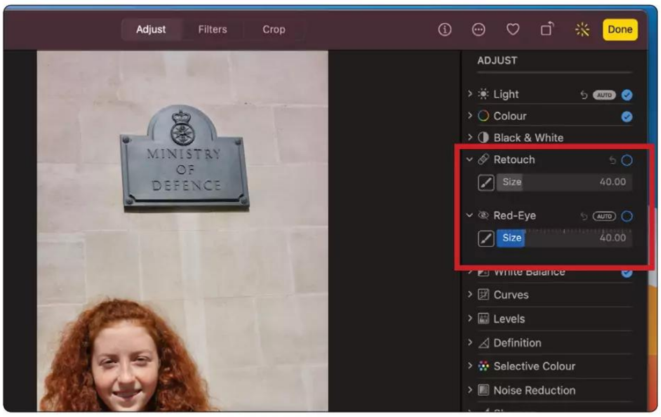
Edit With.

Right-click on an open photo and you get a sub-menu. Hover over Edit With and, if you have third-party photo editors on your Mac, you can open the photo in one of them and then edit it using that app. Edits are carried over into the Photos app.

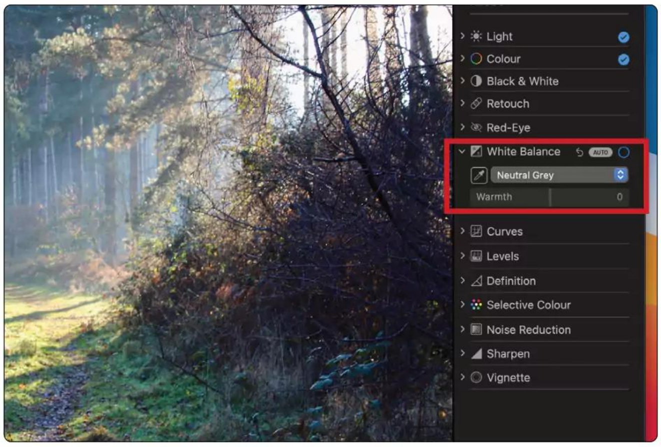

Get Info
Show in All Photos
Rotate Clockwise
Revert to Original
Turn On Live Photo
Duplicate 1 Photo
Share
Create
Add to
Add to Album
Edit With
Hide 1 Photo
Delete 1 Photo
Preview
ColorSync Utility
QuickTime Player
Safari
App Store...
Other...


ADJUST
Light
AUTO
Options
Colour
Black & White
Retouch
Red-Eye
White Balance
Curves

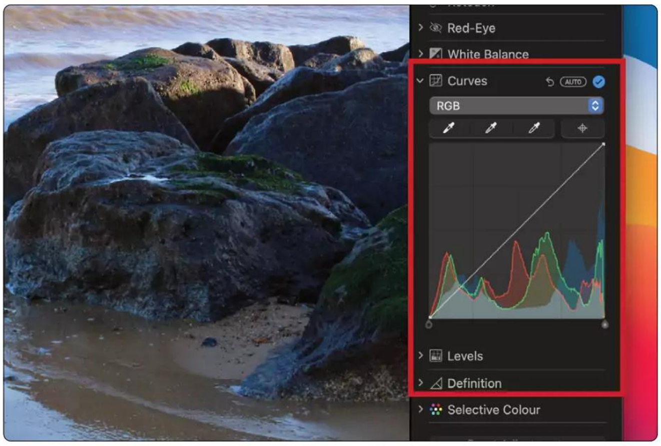
2 Click a triangle in the sidebar to open a tool. The Light, Colour and Black & White tools give you sliders to increase or reduce the brightness and saturation or switch to a monochrome image. Click the Options triangles for more advanced tools.


Adjust
Filters
Crop
Done
ADJUST
Light
Colour
Black & White
Retouch
Size
40.00
Red-Eye
Size
40.00
White Balance
Curves
Levels
Definition
Selective Colour
Noise Reduction

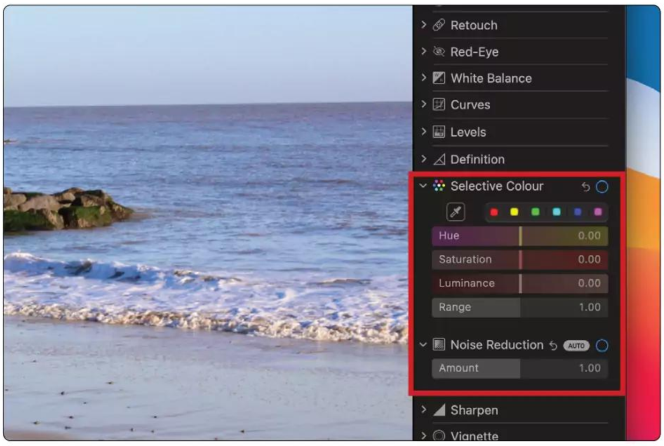
3 Retouch removes unwanted objects from a picture. Click the brush, then click and drag to paint over the object. Let go and it's removed. Red Eye lets you paint out red pupils caused by camera flash. You can adjust the brush size with both tools.


Light
Colour
Black & White
Retouch
Red-Eye
White Balance
AUTO
Neutral Grey
Warmth
0
Curves
Levels
Definition
Selective Colour
Noise Reduction
Sharpen
Vignette

4 In White Balance, select the feature to adjust with the pull-down and use the slider to change it. Levels take time to master. Hover your pointer over the graph and drag the dots at the foot of the vertical lines to adjust.

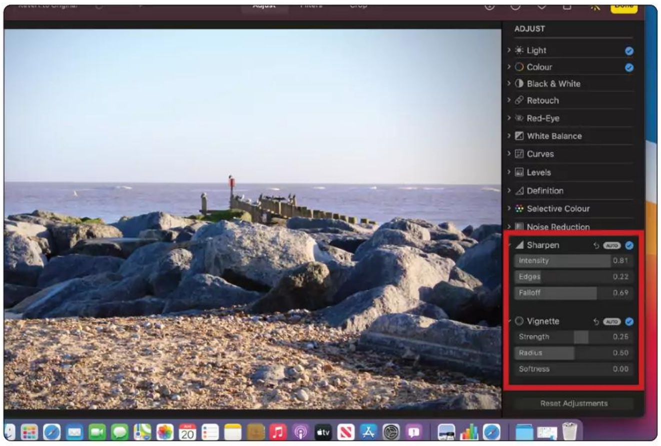

Red-Eye
White Balance
Curves
AUTO
RGB
Levels
Definition
Selective Colour

5 In Curves, drag the diagonal line or the dots under the right and left ends. A useful trick is to click on the left dropper and click something black, then the right dropper and click on something white. The Definition tool is another slider.


Retouch
Red-Eye
White Balance
Curves
Levels
Definition
Selective Colour
Noise Reduction
AUTO
Sharpen
Vignette

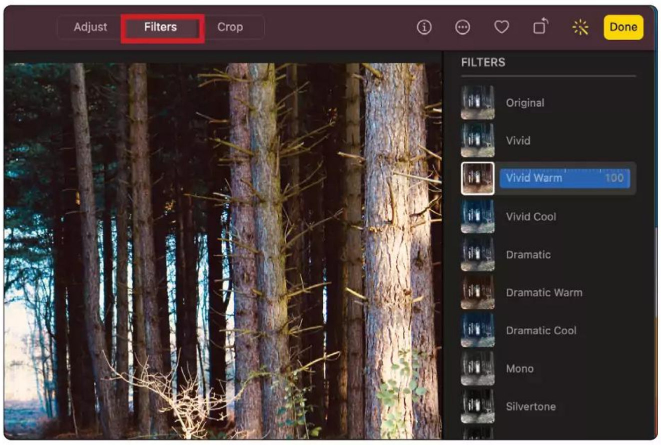
Hue 0.00
Saturation 0.00
Luminance 0.00
Range 1.00
Amount 1.00

6 Selective Colour and Noise Reduction are sliders. The former lets you make adjustments to one colour at a time, using the pickers and sliders and Noise Reduction is for smoothing out speckles and other such imperfections in the photo.


ADJUST
Light
Colour
Black & White
Retouch
Red-Eye
White Balance
Curves
Levels
Definition
Selective Colour
Noise Reduction
Sharpen
Vignette
Reset Adjustments

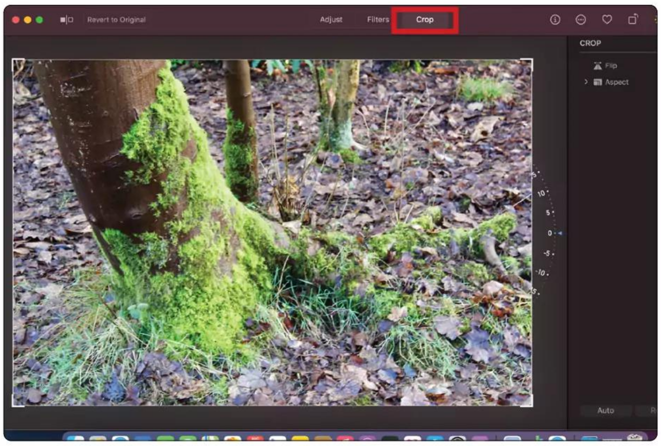
Intensity 0.81
Edges 0.22
Falloff 0.69
Strength 0.25
Radius 0.50
Softness 0.00

7 The Sharpen tool lets you sharpen pictures that are out of focus. You can sharpen the edges, adjust the intensity and more. The Vignette option lets you add an adjustable shadow to the edges of the photograph, as you can see we've done here.

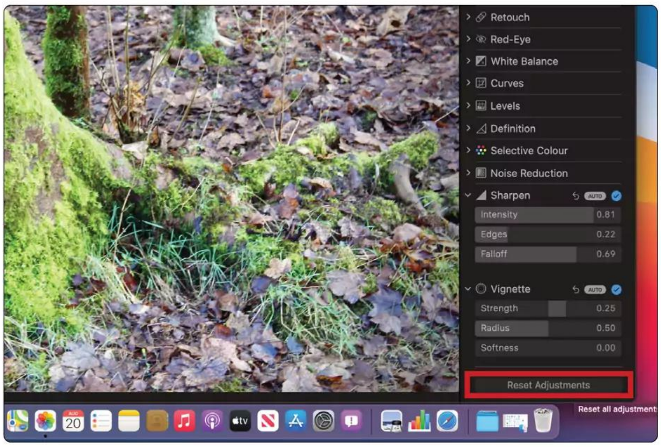

Adjust
Filters
Crop
Done
FILTERS
Original
Vivid
Vivid Warm
Vivid Cool
Dramatic
Dramatic Warm
Dramatic Cool
Mono
Silvertone

Vivid Warm 100

8 Select the Filters tab and you can automatically add an effect to your photo. Here we've gone for Vivid Warm but you can also set it cooler, make it monotone and more. Choosing another filter overrides the last one. Choose Original to remove all filters.


Revert to Original
Adjust
Filters
Crop
CROP
Flip
Aspect
10
5
0
-5
-10
Auto

9 Use the Crop tab to rotate your photo if it isn't straight and also to crop it by dragging the corners into the photo. The Flip option in the sidebar mirrors the pic and Aspect lets you resize the photo according to an aspect ratio of your choice.

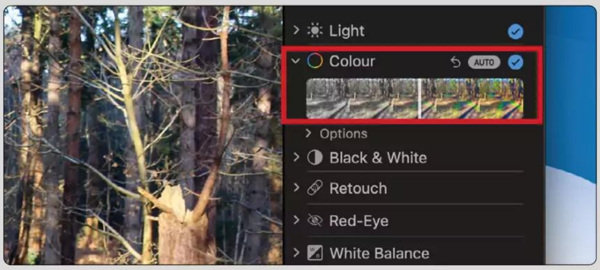

Retouch
Red-Eye
White Balance
Curves
Levels
Definition
Selective Colour
Noise Reduction
Sharpen
AUTO
Vignette
Reset Adjustments
Reset all adjustments

Intensity 0.81
Edges 0.22
Falloff 0.69
Strength 0.25
Radius 0.50
Softness 0.00

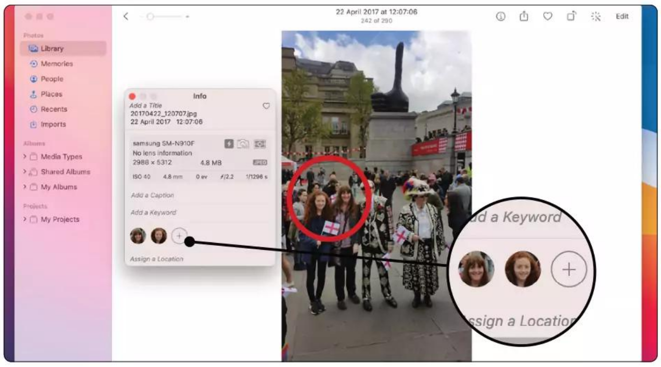
10 Edits made in the Photos app are non-destructive. This means whatever you've done to your picture can be reversed. If you don't like your edits, just click the Reset Adjustments button in the bottom right corner and your photo reverts to its original settings.

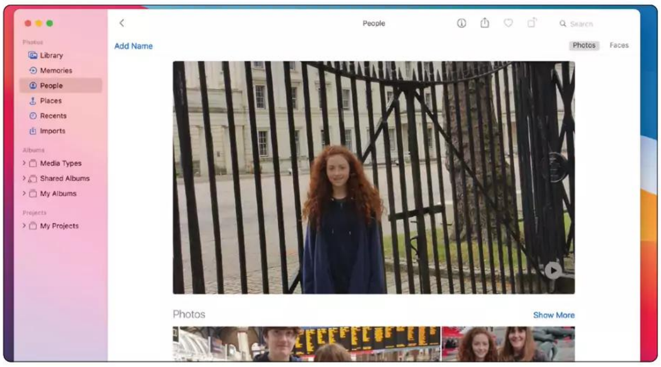
Universal Tools.

All the options in Edit Mode have these three tools, which appear when you hover over or open one of the settings tools. The curly arrow reverses the last adjustment you made. Auto makes an automatic enhancement with that tool only and the tick in a circle toggles the last edit you did on and off, so you can see the difference it has made.


Light
Colour
AUTO
Options
Black & White
Retouch
Red-Eye
White Balance

Adding People

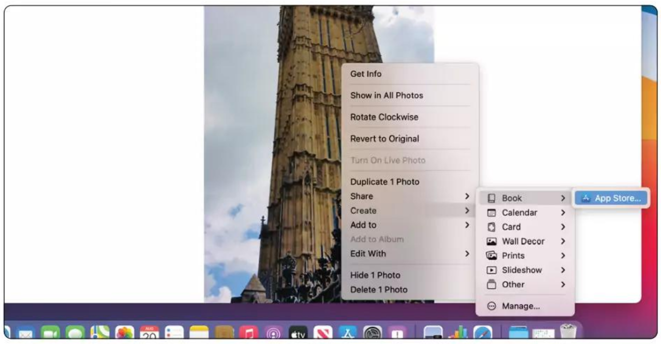

22 April 2017 at 12:07:06
Edit
Library
Memories
People
Places
Recents
Imports
Media Types
Shared Albums
My Albums
My Projects
Info
Add a Title
Add a Caption
Add a Keyword
Assign a Location

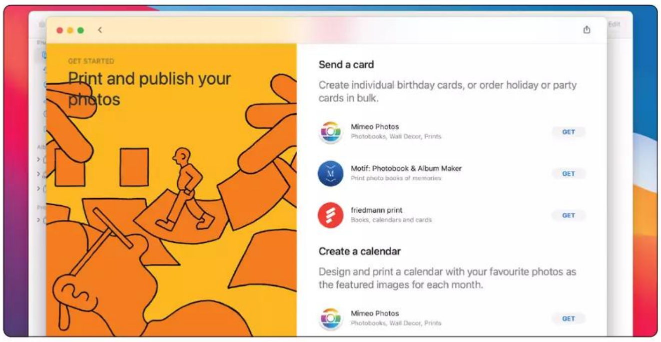

People
Add Name
Photos
Faces
Library
Memories
People
Places
Recents
Imports
Media Types
Shared Albums
My Albums
My Projects
Photos
Show More

1 Open a photo containing people and click the 'i' button for the information window. If the Photos app has identified a face, it's shown in this window. Click it to tag the face with the person's name. Click the plus sign to add another tag, which you can name and move should there be a face that isn't identified.

2 Click 'People' in the sidebar to see photos you've identified by name. Click on a person to see all the photos you have of them. If a photo doesn't contain that person, right-click on it and select the option 'X is not in this photo' to remove it. Scroll down and click Confirm Additional Photos to check pics the app thinks are of that person.

Projects


Get Info
Show in All Photos
Rotate Clockwise
Revert to Original
Turn On Live Photo
Duplicate 1 Photo
Share
Create
Add to
Add to Album
Edit With
Hide 1 Photo
Delete 1 Photo
Book
Calendar
Card
Wall Decor
Prints
Slideshow
Other
Manage...
App Store...


GET STARTED
Print and publish your photos
GET

Send a card

Create individual birthday cards, or order holiday or party cards in bulk.

Mimeo Photos

Motif: Photobook & Album Maker

friedmann print

Create a calendar

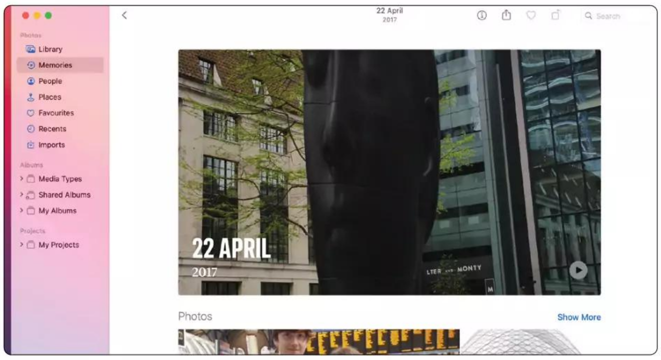
Design and print a calendar with your favourite photos as the featured images for each month.

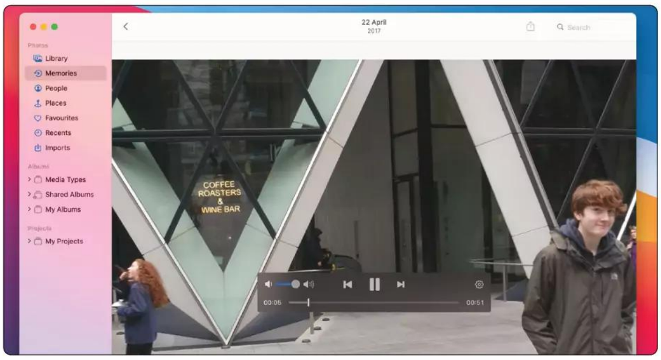
Mimeo Photos

1 You can still order prints and design books, calendars and cards with Photos but Apple no longer sells them. Instead, hover over Projects and select the project you want to start. Apps you have downloaded for the purpose are shown, as is an App Store link taking you to extensions offering these third-party services.

2 Choose an extension offering the project you want and install it. Then choose the pictures you want to import into the project (hold CMD and click on them one by one), then select the extension in the menu shown in the previous step. You can then follow the instructions offered on-screen to build and print your project.

Memories

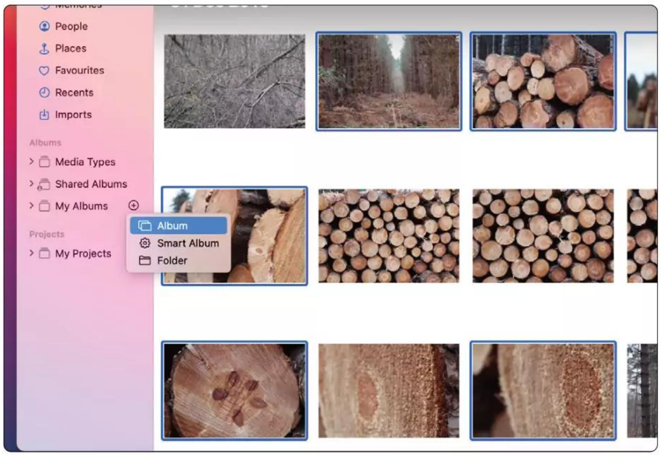

22 April 2017
Library
Memories
People
Places
Favourites
Recents
Imports
Media Types
Shared Albums
My Albums
My Projects
22 APRIL
2017
Photos
Show More


22 April 2017
Library
Memories
People
Places
Favourites
Recents
Imports
Media Types
Shared Albums
My Albums
My Projects
COFFEE ROASTERS & WINE BAR

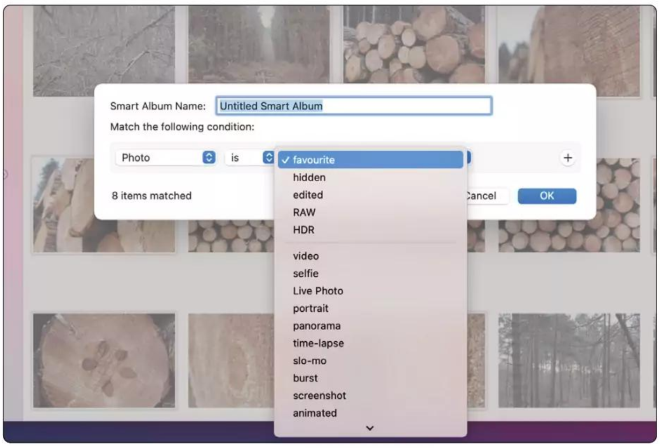
1 Click on Memories in the sidebar to show photos grouped according to various factors, including time and content. For example, a series of pictures taken over a week in a certain location might be identified as a holiday. Big Sur also picks your best shots too.

2 Click on a memory and hover over the picture at the top to see a Play button. Click it for a slideshow. Hover over the slideshow for controls. Click the cog to change the background music. Right-click on a memory and you can delete it or add it to your favourites.

Making New Albums


People
Places
Favourites
Recents
Imports
Albums
Media Types
Shared Albums
My Albums
Projects
My Projects
Album
Smart Album
Folder

1 CMD-click on the pictures you want to make into an album, then hover over My Albums in the sidebar. Click the plus sign that appears and choose whether to make a regular album, a smart album or a folder from your pictures.

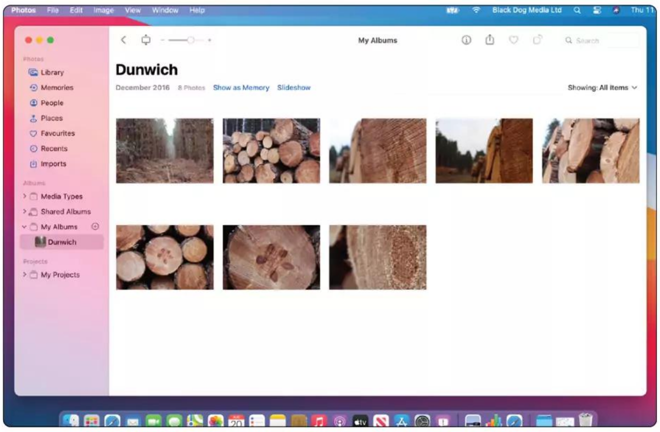

Smart Album Name: Untitled Smart Album

Match the following condition:

Photo is favourite

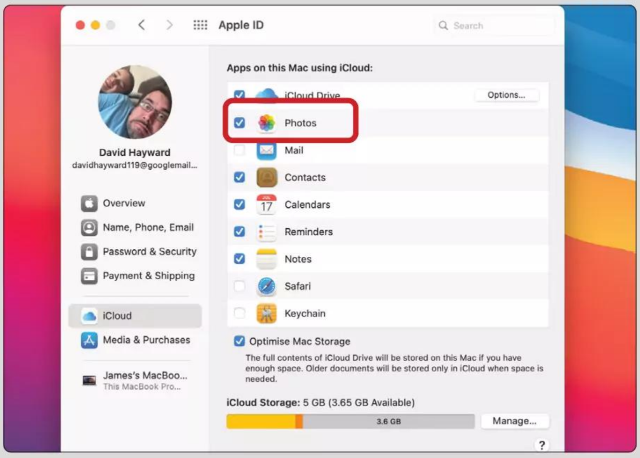
8 items matched
hidden
edited
RAW
HDR
video
selfie
Live Photo
portrait
panorama
time-lapse
slo-mo
burst
screenshot
animated
Cancel
OK

2 If you choose a smart album, you can set rules. From then on, any photo you add to your Photos app that satisfies these rules is automatically added to your smart album. Set its title in this window too.

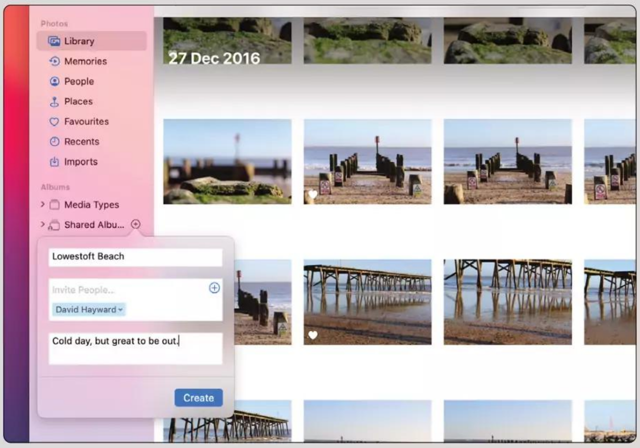

My Albums
Dunwich
December 2016
Show as Memory
Slideshow
Library
Memories
People
Places
Favourites
Recents
Imports
Media Types
Shared Albums
My Albums
Dunwich
My Projects

3 Choose a regular album and you can give it a name. The new album appears in your sidebar; click the triangle next to My Albums to see them all. You can drag photos onto this album to add them to it.

iCloud Photos.


Apple ID
David Hayward
Overview
Name, Phone, Email
Password & Security
Payment & Shipping
iCloud
Media & Purchases
Apps on this Mac using iCloud:
iCloud Drive
Options...
Photos
Mail
Contacts
Calendars
Reminders
Notes
Safari
Keychain
Optimise Mac Storage
iCloud Storage: 5 GB (3.65 GB Available)
Manage...

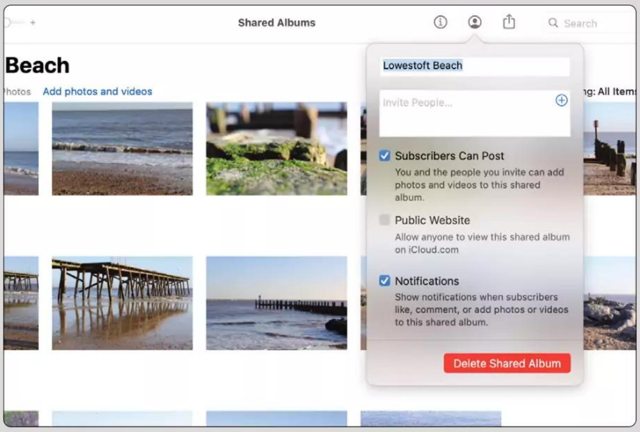
1 To share a photo with iCloud, first go to System Preferences > Apple ID > iCloud and make sure the Photos option at the top of the list is ticked. You can then upload photo albums to iCloud and share them with others.


Lowestoft Beach

David Hayward

Cold day, but great to be out.
27 Dec 2016
Library
Memories
People
Places
Favourites
Recents
Imports
Media Types
Shared Albu...
Invite People...
Create

2 To start a shared album, hover over the Shared Albums option in the sidebar and click the plus sign that appears. Give your new album a name, invite people to view it and make any comments you wish.


Lowestoft Beach

☑ Subscribers Can Post

You and the people you invite can add photos and videos to this shared album.

☐ Public Website

Allow anyone to view this shared album on iCloud.com

☑ Notifications

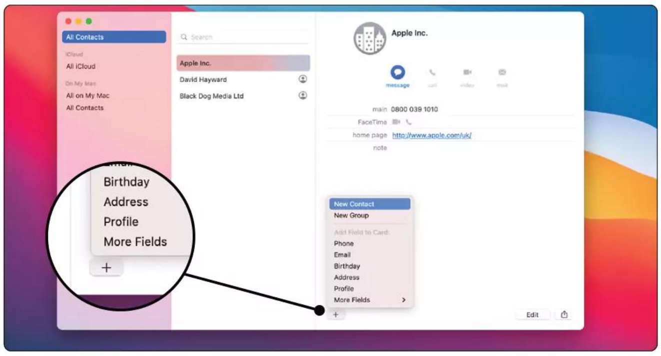
Show notifications when subscribers like, comment, or add photos or videos to this shared album.
Shared Albums
Beach
Add photos and videos
Invite People...
Delete Shared Album

3 Go back to Photos, in the sidebar and then drag pics and videos into the new, shared album. Click the Silhouette icon, in the top bar, to invite or uninvite people and set a few more options. People you invite get a message.

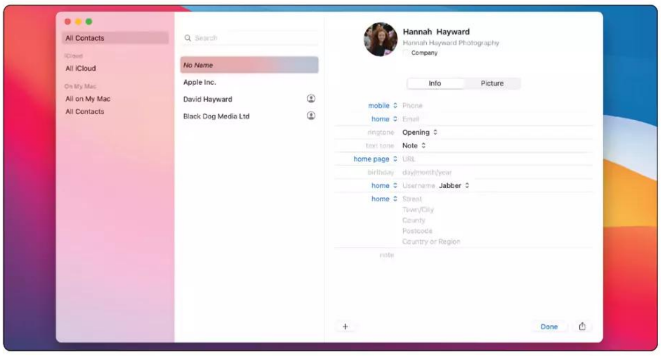
Contacts
Your Address Book

Since macOS Yosemite, the Contacts app has adopted a more iOS-style User Interface, and with the release of Big Sur, that style has been improved yet again. The app is designed to help you keep track of friends, family and work colleagues, so sending, sharing and contacting them is easy.

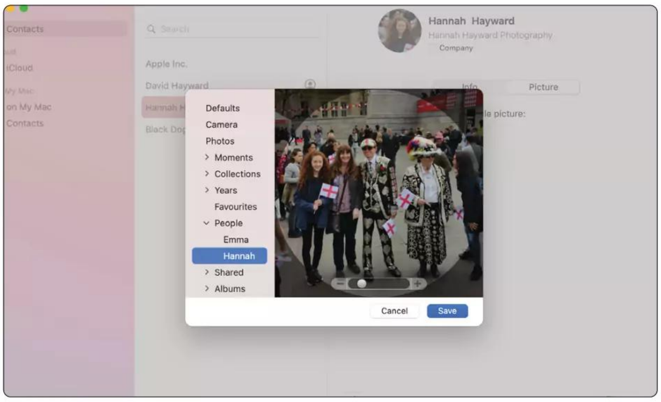
Managing and Maintaining Contacts


All Contacts
iCloud
All iCloud
On My Mac
All on My Mac
All Contacts
Apple Inc.
David Hayward
Black Dog Media Ltd
message
call
video
mail
main 0800 039 1010
FaceTime
home page http://www.apple.com/uk/
note
New Contact
New Group
Add Field to Card
Phone
Email
Birthday
Address
Profile
More Fields
Edit
Birthday
Address
Profile
More Fields
+

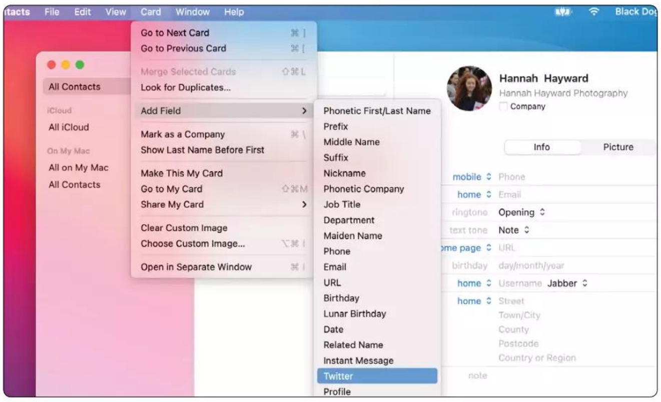
1 This guide shows you to how to add new contacts to your Contacts address book, edit existing ones and share a completed contact card with other people. To create a new contact card, click on the plus button in the bottom left of the current card. Select New Contact from the window that pops up and you're given a blank card to fill in.


All Contacts
iCloud
All iCloud
On My Mac
All on My Mac
All Contacts
No Name
Apple Inc.
David Hayward
Black Dog Media Ltd
Hannah Hayward
Hannah Hayward Photography
Company
Info
Picture
mobile Phone
home Email
ringtone Opening
text tone Note
home page URL
birthday day/month/year
home Username Jabber
home Street
Town/City
County
Postcode
Country or Region
note
Done

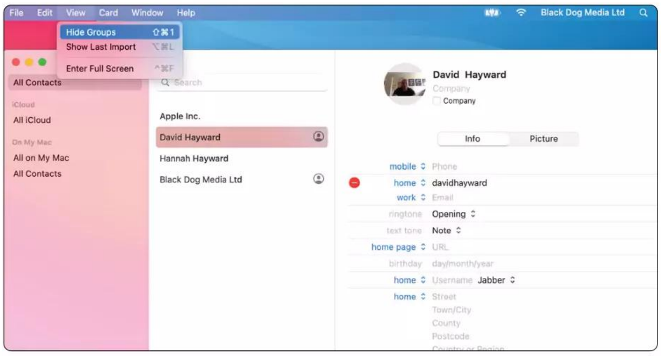
2 To add details, click on the field and then type in the information. After entering a phone number or address, another blank is offered, in case you want to add a second one. Click on the name of the detail (in blue) for a pop-up window that lets you change it. When you're finished, click Done. To change or add information to a card you've completed, click Edit.

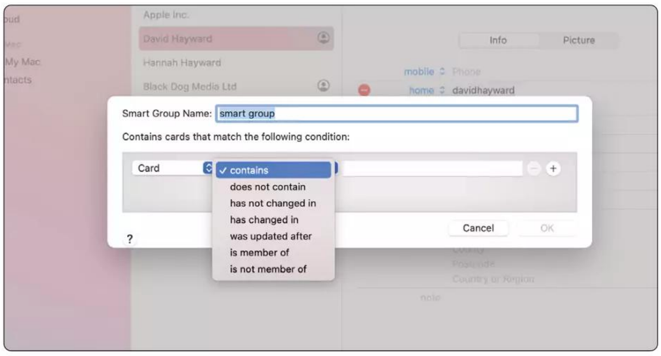

Contacts
iCloud
On My Mac
Contacts
Apple Inc.
David Hayward
Hannah H
Black Dog
Hannah Hayward
Hannah Hayward Photography
Company
Info
Picture
Defaults
Camera
Photos
Moments
Collections
Years
Favourites
People
Emma
Hannah
Shared
Albums
Cancel
Save

3 To add a photo to a contact card, which is then displayed against messages, incoming calls and emails from that contact, drag a picture onto the grey circle then crop and resize it to your requirements. You can also click on this circle or the Picture tab and navigate to a photo or default image or even take a new one.


File
Edit
View
Card
Window
Help
Black Dog
Go to Next Card
Go to Previous Card
Merge Selected Cards
Look for Duplicates...
Add Field
Mark as a Company
Show Last Name Before First
Make This My Card
Go to My Card
Share My Card
Clear Custom Image
Choose Custom Image...
Open in Separate Window
Phonetic First/Last Name
Prefix
Middle Name
Suffix
Nickname
Phonetic Company
Job Title
Department
Maiden Name
Phone
Email
URL
Birthday
Lunar Birthday
Date
Related Name
Instant Message
Twitter
Profile
All Contacts
iCloud
All iCloud
On My Mac
All on My Mac
All Contacts
Hannah Hayward
Hannah Hayward Photography
Company
Info
Picture
mobile Phone
home Email
ringtone Opening
text tone Note
home page URL
birthday day/month/year
home Username Jabber
home Street
Town/City
County
Postcode
Country or Region
note

4 If you need a piece of information in a contact card that doesn't currently have a blank field, again click on the Plus button at the foot of the screen. This time, select More Fields and then choose one of the options on offer, such as: Maiden Name, Nickname or Twitter name. This new field is then added to the card, for you to fill in.


File
Edit
View
Card
Window
Help
Black Dog Media Ltd
Hide Groups ⇧⌘1
Show Last Import ⌥⌘L
Enter Full Screen ^⌘F
All Contacts
iCloud
All iCloud
On My Mac
All on My Mac
All Contacts
Search
Apple Inc.
David Hayward
Hannah Hayward
Black Dog Media Ltd
David Hayward
Company
Info
Picture
mobile
home
work
ringtone
text tone
home page
birthday
home
home

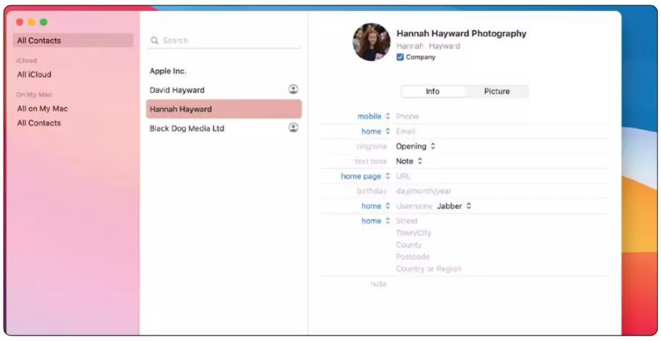

Card
✓ contains
does not contain
has not changed in
has changed in
was updated after
is member of
is not member of
Cancel
OK
?

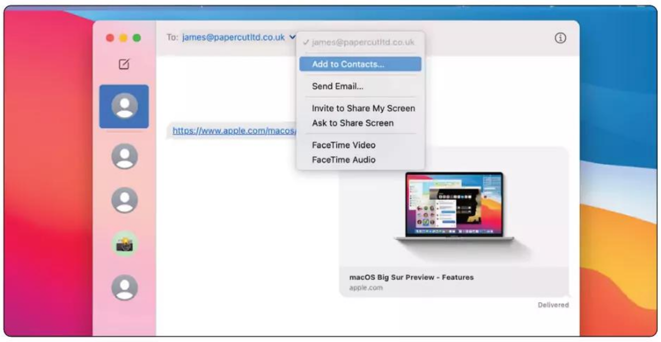
Smart Group Name: smart group

Contains cards that match the following condition:

5 You can organise your contact cards into groups. To show and hide the Groups panel, click on the View menu and select Show/Hide Groups. To add a contact to a group, simply drag it from the middle panel onto the group in question. A card can be in more than one group at a time, without being duplicated.

6 Smart Groups are groups with a set of rules. They automatically include every card that satisfies the parameters of chosen rules. Go to File > New Smart Group to open one. Here we're making a Smart Group for every contact that says 'Xmas card' in the notes. Great for sending out greetings cards at Christmas!


All Contacts
iCloud
All iCloud
On My Mac
All on My Mac
All Contacts
Search
Apple Inc.
David Hayward
Hannah Hayward
Black Dog Media Ltd
Hannah Hayward Photography
Hannah Hayward
Company
Info
Picture

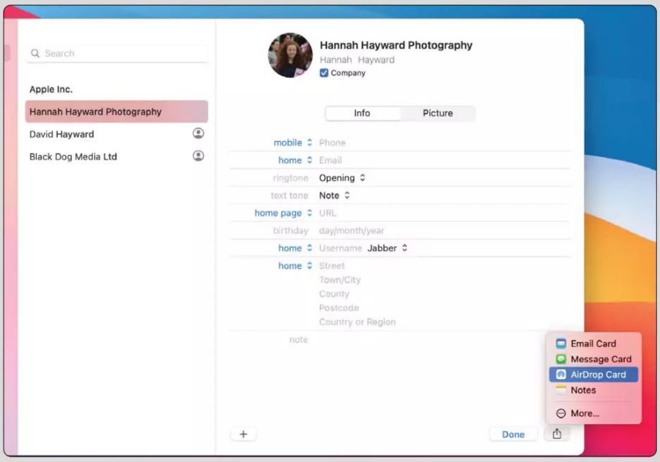

To: james@papercutltd.co.uk
james@papercutltd.co.uk
Add to Contacts...
Send Email...
Invite to Share My Screen
Ask to Share Screen
FaceTime Video
FaceTime Audio
https://www.apple.com/macos/
macOS Big Sur Preview - Features
apple.com
Delivered

7 To set up a card from a company rather than an individual or display a contact according to the person's employer instead of his or her name, check the box marked Company at the top of the card. This reverses the name and company details of the contact and indexes them according to the company name.

8 If you get an email, a message or other communication with contact details in them, you can automatically add them to Contacts. Just click on the address, phone number or other such information; then click on the down pointing chevron. A pop-up window invites you to add them to an existing contact or create a new one.

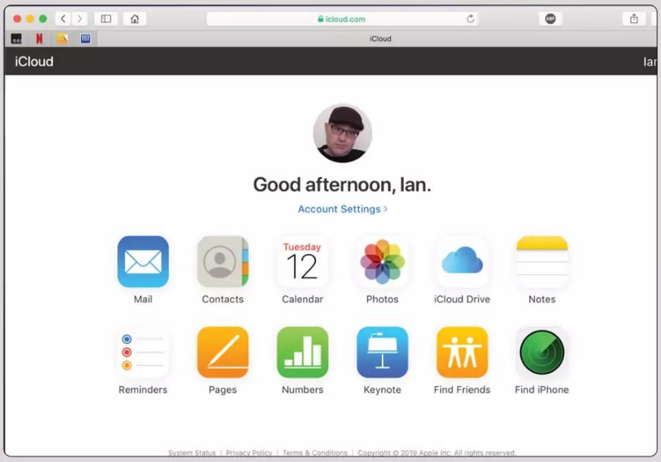
Sharing Contacts.

If you want to share a contact card with someone else, click the icon showing a box with an up-pointing arrow and choose a sharing option. You can send the contact as a v-card by AirDrop, Mail, Messages and more. The person receiving it then double-clicks the v-card to add it to their own address book.


Search
Apple Inc.
Hannah Hayward Photography
David Hayward
Black Dog Media Ltd
Hannah Hayward Photography
Hannah Hayward
Company
Info
Picture
Email Card
Message Card
AirDrop Card
Notes
More...
+
Done

Using Contacts on iCloud.

You can also access your contacts using a web browser on any computer, tablet or smartphone that's connected to the Internet. Just go to www.icloud.com, enter your details and then click on Contacts. Only cards stored under iCloud in your Contacts app appear here, so bear this in mind when adding cards.

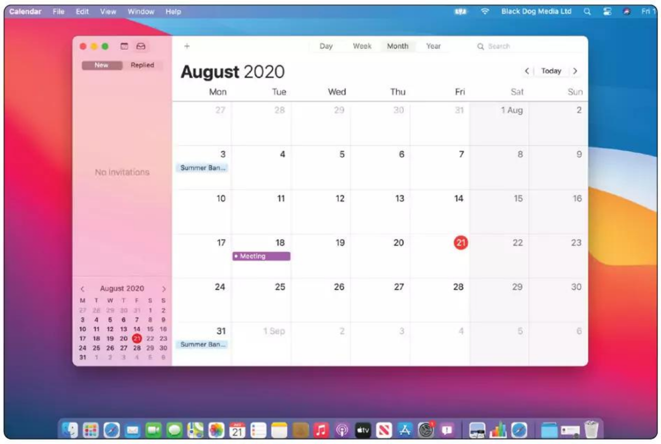

icloud.com
iCloud
Good afternoon, Ian.
Account Settings ›
Mail
Contacts
Tuesday 12
Calendar
Photos
iCloud Drive
Notes
Reminders
Pages
Numbers
Keynote
Find Friends
Find iPhone

Calendar

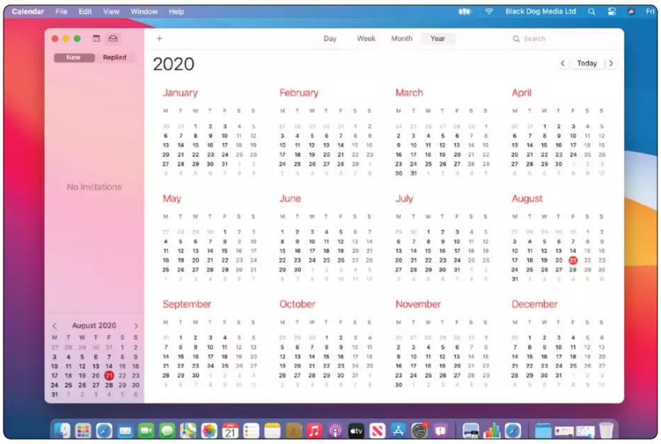
Plan Your Events

The Calendar app, as you no doubt can already guess, is there to help you organise your life. With it you can add events, set reminders and synchronise with your iPad or iPhone. Birthdays and anniversaries can be stored and you're able to set annually reoccurring events.

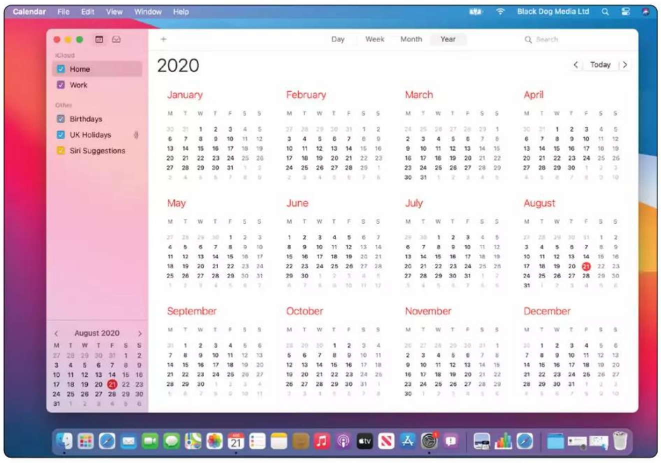
Changing the View


Day
Week
Month
Year
August 2020
Today
No Invitations
Summer Ban...
Meeting

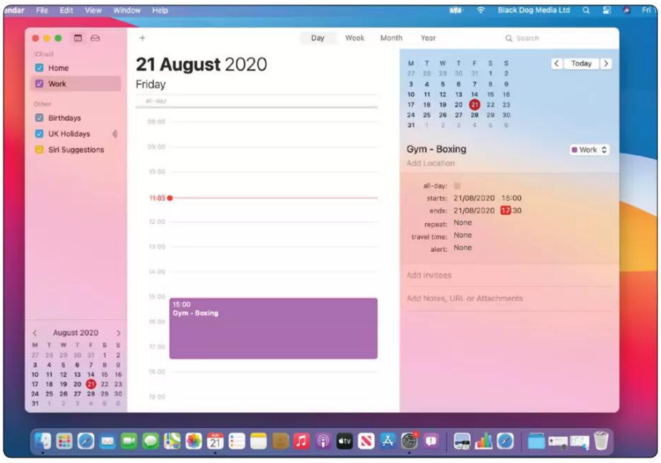
1 There are several ways to view your calendars and switching between these viewing options is simple. To move between Day, Week, Month and Year views, you use the corresponding buttons that appear in the top bar of the Calendar application.


Day
Week
Month
Year
2020
Today
No Invitations

2 The Year view shows you a complete year in a single window. Clicking on the title bar for any month takes you to the Month view for that month. Double-click on a specific day in either Year, Week or Month view to open that day's page in the Calendar app.


iCloud
Home
Work
Other
Birthdays
UK Holidays
Siri Suggestions
2020
Today

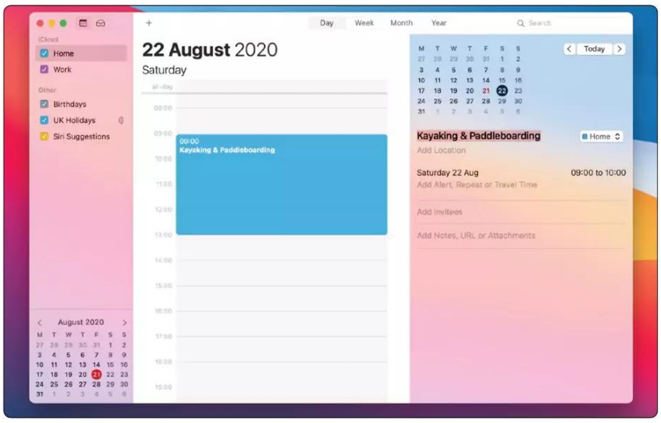
3 Click the Calendars button (top left) to open and close the sidebar, as shown here. This sidebar is visible regardless of whether you're in Day, Week, Month or Year view and lets you mute or reveal individual calendars and more.


21 August 2020
Friday
Today
Work
Add Location
Add Invitees
Add Notes, URL or Attachments

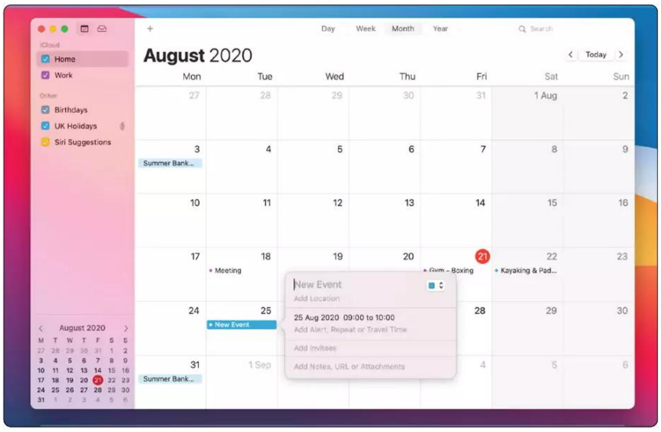
Gym - Boxing
all-day:
starts: 21/08/2020 15:00
ends: 21/08/2020 17:30
repeat: None
travel time: None
alert: None

4 Click the Today button in the top right corner to get to today's calendar. This button is present regardless of which view button you're using. The arrows either side take you forward or back one year, month, week or day, depending on the display.

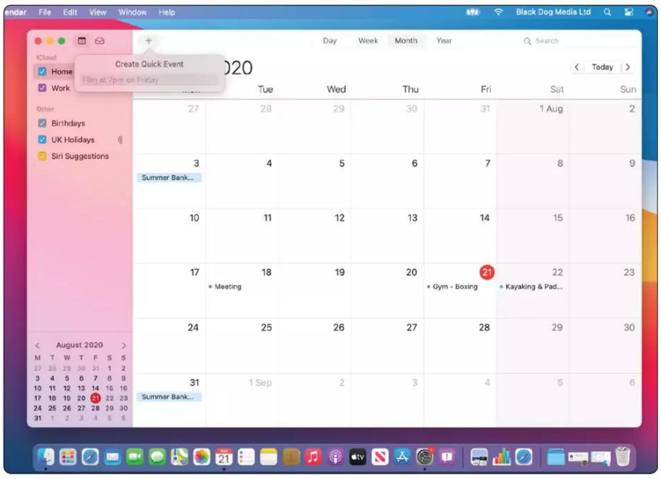
Creating an Event



1 In Day and Week views you can start to add an event, by double-clicking the appropriate time slot. The hours are divided into quarter-hour sections for the purpose of adding events. Alternatively, for all-day events, just click the top bar.

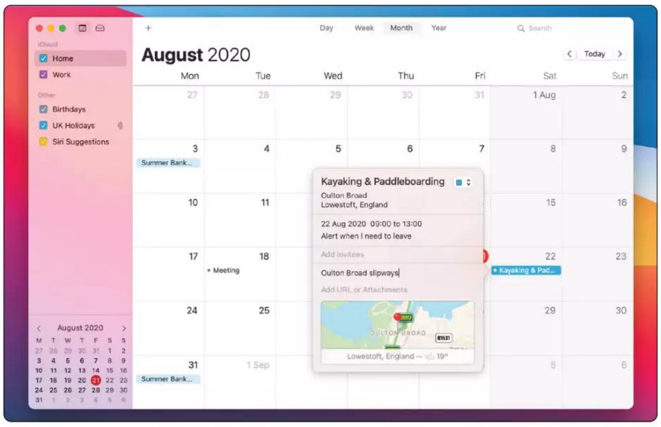


2 In Month view, you can double-click on the day of the event and enter a name and details in the pop-up window that appears, as shown here. These details can include start and end time and date, location and more.

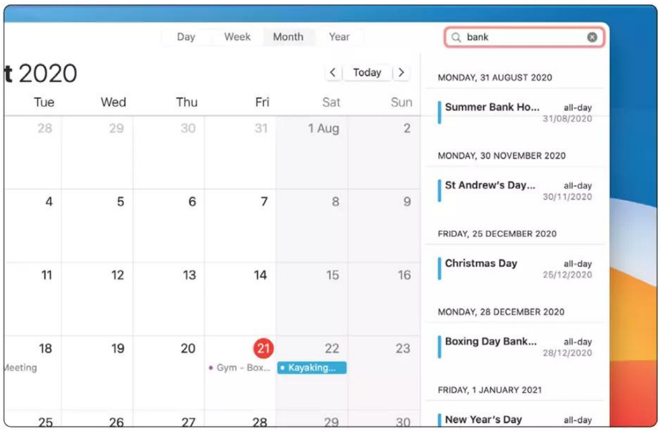


3 Clicking the '+' button in the toolbar lets you create a quick event. Type in a title or brief description, day and or time and Calendar intelligently enters it at the appropriate place. For example, type 'Dentist, 10th May, 11am' and it's added.

Searching Calendar



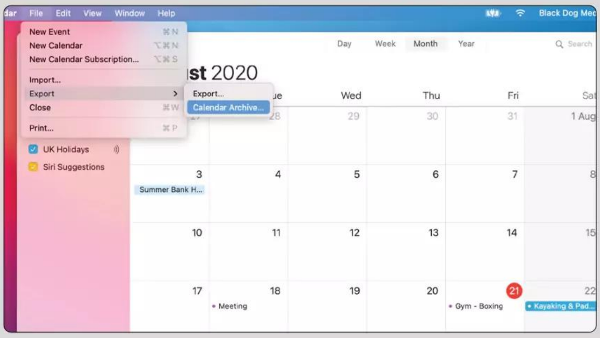
1 Make your events more easily searchable by labelling them clearly and adding details in the notes section. The search function scans both event names and notes for keywords, so the more details you put in, the easier they are to find.



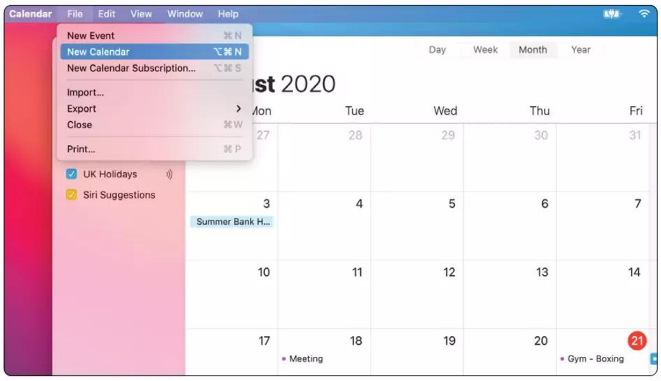
2 Type any keywords into the search field to the right of the top bar of the Calendar window. All results appear instantly in a pane at the bottom of the main window. The more keywords you type in, the more unwanted results are filtered out.

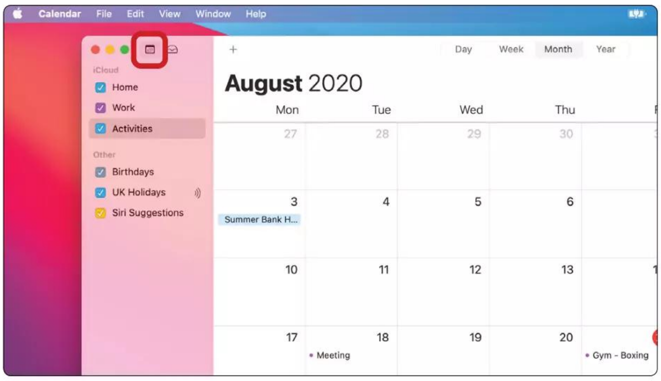
Creating a Backup.

You can manually create a complete backup of all the calendars in your Calendars app. Open the File menu, choose Export and select Calendar Archive. You can rename the file and select a location to save it to. To load it again, use the Import option.



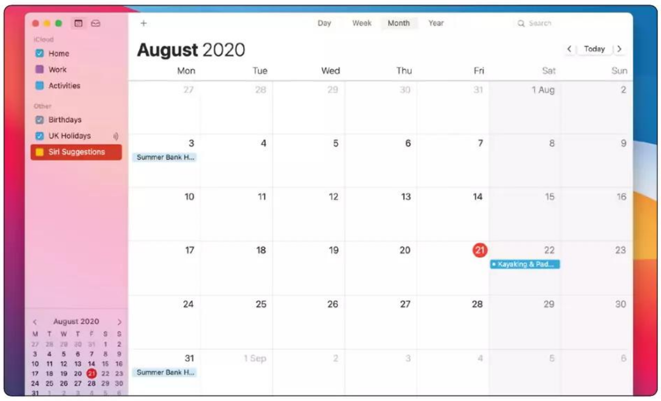
Adding and Viewing Additional Calendars

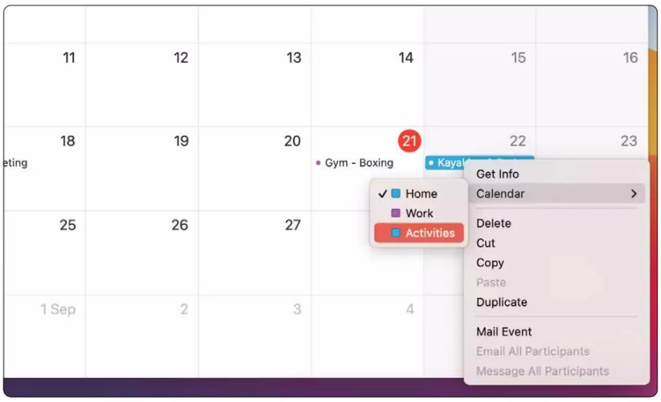

Calendar File Edit View Window Help
New Event ⌘N
New Calendar ⌥⌘N
New Calendar Subscription... ⌥⌘S
Import...
Export
Close ⌘W
Print... ⌘P
UK Holidays
Siri Suggestions
Day Week Month Year
Summer Bank H...
Meeting
Gym - Boxing


Calendar File Edit View Window Help
iCloud
Home
Work
Activities
Other
Birthdays
UK Holidays
Siri Suggestions
August 2020
Day Week Month Year

1 The flexible, versatile Calendar app lets you add as many different calendars as you want and use them for different things. To add a new calendar, open the File menu and select New Calendar. A box appears, prompting you to enter a name for your new calendar.

2 To see a complete list of all the calendars you've created in the Calendars app, click the calendars button on the left side of the top bar of the Calendar window, shown as a calendar icon. A sidebar on the left of the window is revealed, showing all the calendars you currently have set up.


Home
Work
Activities
Birthdays
UK Holidays
Siri Suggestions
August 2020
Day Week Month Year
Today
Kayaking & Pad...

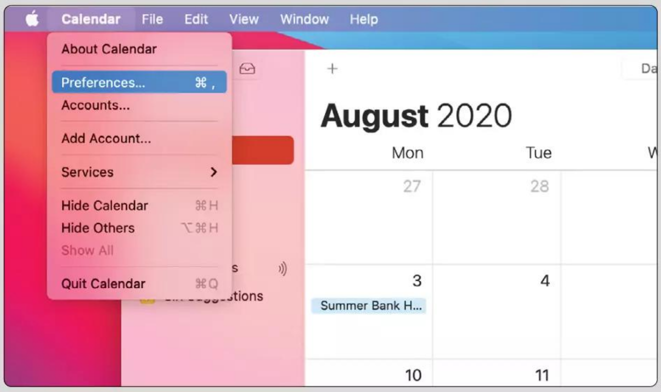

Gym - Boxing
Home
Work
Activities
Get Info
Calendar
Delete
Cut
Copy
Paste
Duplicate
Mail Event
Email All Participants
Message All Participants

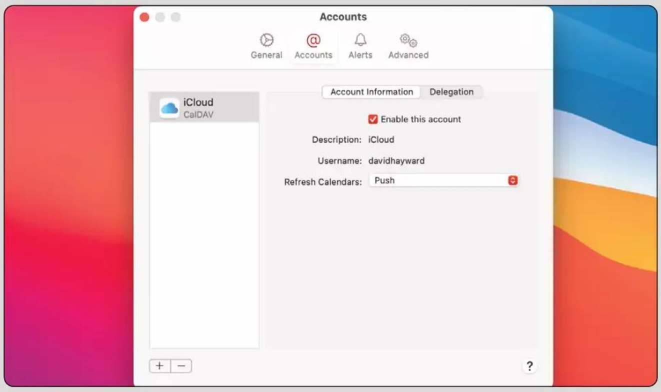
3 To select which calendars you want to appear active in the main view, check or uncheck the boxes as appropriate. Each calendar is colour-coded, as are their events. Unchecked calendars aren't erased; you can check them again later if you wish.

4 To change the calendar under which an event is listed, double-click the event to edit it then select a different calendar from the drop-down menu. Alternatively, right or CTRL-click the event, go to Calendar on the pop-up menu and select a new one.

Calendar Preferences.

You can change the way the Calendar app functions, using its preferences options.


Calendar File Edit View Window Help
About Calendar
Preferences... ⌘,
Accounts...
Add Account...
Services
Hide Calendar ⌘H
Hide Others ⌥⌘H
Show All
Quit Calendar ⌘Q
August 2020
Mon Tue
Summer Bank H...

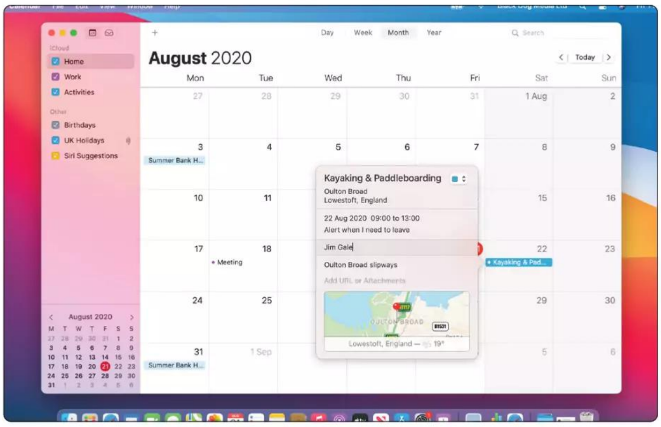

Accounts
General
Accounts
Alerts
Advanced
iCloud
CalDAV
Account Information
Delegation

☑ Enable this account
Description: iCloud
Username: davidhayward
Refresh Calendars: Push

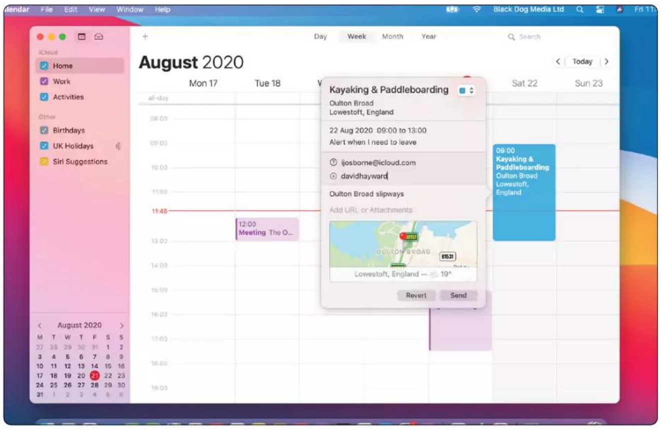
To open the Calendar Preferences, use the Calendar menu as shown. Under the General tab, you can change the way the app presents itself, set when a day starts and ends, change the default calendar and even switch to a Chinese, Hebrew or Islamic calendar.

Under the Accounts tab, you can disable calendars you don't wish to be active on the Mac in question, and also choose how each calendar account refreshes. The Alerts tab lets you set default alert settings, and under 'Advanced' you can make more customisations.

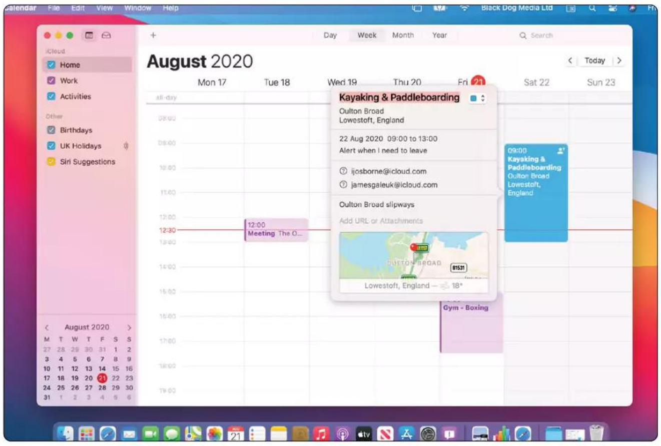
Sending Invitations


August 2020
Home
Work
Activities
Birthdays
UK Holidays
Siri Suggestions
Kayaking & Paddleboarding
Oulton Broad
Lowestoft, England
22 Aug 2020 09:00 to 13:00
Alert when I need to leave
Jim Gale
Oulton Broad slipways
Add URL or Attachments
Lowestoft, England — 19°

1 Double-click an event you created. In the pop-up window that appears, click Add Invitees and begin typing the name of a person in your Contacts whom you'd like to invite; or if the person isn't in your contacts, enter their email address instead.

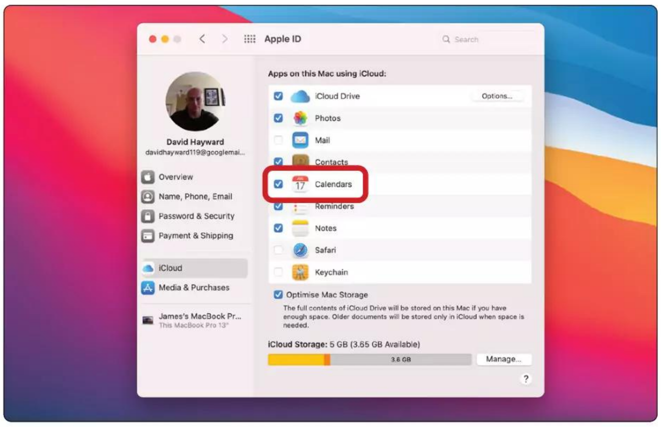

August 2020
Kayaking & Paddleboarding
Oulton Broad
Lowestoft, England
22 Aug 2020 09:00 to 13:00
Alert when I need to leave
ijosborne@icloud.com
davidhayward
Oulton Broad slipways
Add URL or Attachments
Revert
Send

2 When you've finished adding all the people you intend to invite to your Calendar event, click on the Send button and an invitation is sent to everyone on the list. You can cancel invitations or send them to more of your contacts later if you wish.

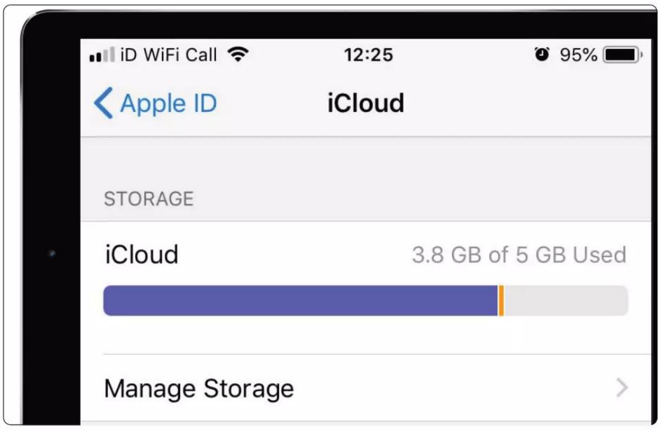

August 2020
Kayaking & Paddleboarding
Oulton Broad
Lowestoft, England
22 Aug 2020 09:00 to 13:00
Alert when I need to leave
ijosborne@icloud.com
jamesgaleuk@icloud.com
Oulton Broad slipways
Add URL or Attachments
Gym - Boxing

3 Your calendar entry shows who you've invited, and whether they've replied. If your invitee has an iCloud email, the event is automatically added to their Calendar app and updated whenever you make edits.

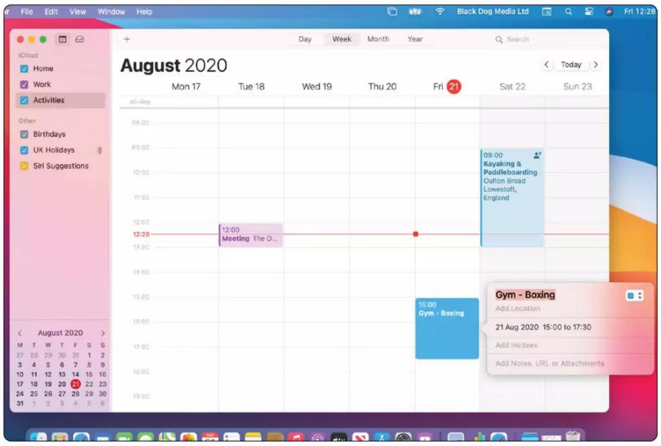
iCloud Calendar


Apple ID
David Hayward
Overview
Name, Phone, Email
Password & Security
Payment & Shipping
iCloud
Media & Purchases
Apps on this Mac using iCloud:
iCloud Drive
Options...
Photos
Mail
Contacts
Calendars
Reminders
Notes
Safari
Keychain
Optimise Mac Storage
iCloud Storage: 5 GB (3.65 GB Available)
Manage...

1 First of all, open System Preferences from the Apple menu as shown. Click on the Apple ID preference pane, found in the top right, and then, in the next window, click on iCloud in the sidebar. Make sure the Calendar checkbox is ticked.


iD WiFi Call
12:25
95%
Apple ID
iCloud
STORAGE
iCloud
3.8 GB of 5 GB Used
Manage Storage

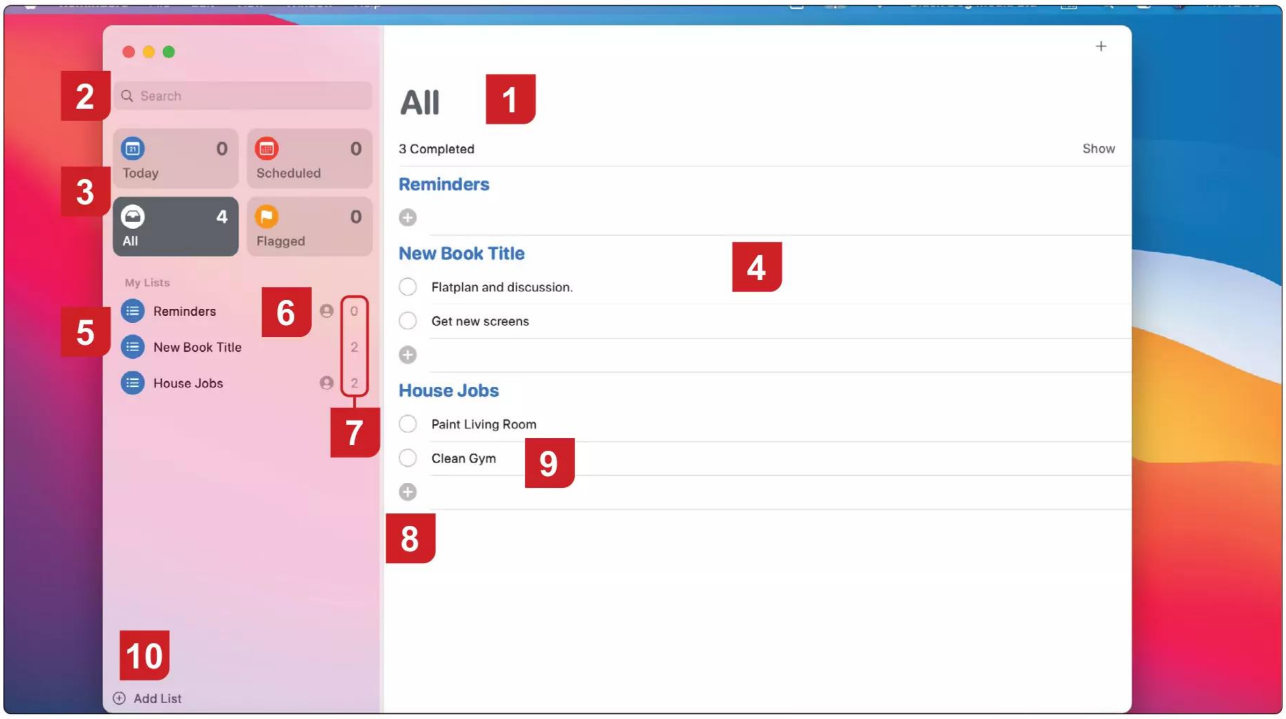
2 To activate iCloud syncing on an iPadOS or iOS device, open Settings, tap your name at the top and then tap iCloud. Make sure the Calendars switch is on. If it isn't, switch it on to sync your calendars between the device in question and all other Macs and iOS devices with syncing on.


August 2020
Meeting
Kayaking & Paddleboarding
Gym - Boxing
21 Aug 2020 15:00 to 17:30
Add Invitees
Add Notes, URL or Attachments

3 Now, when you return to your Calendar app, all the entries you made on your iOS devices are also shown on your Mac and vice versa. It's a great way of keeping your computer and your tablet or smartphone calendars in sync.

Reminders
Never Forget Again

The last couple of macOS updates have greatly improved the Reminders app, from its initial introduction to the desktop back in OS X 10.8, Mountain Lion. There are some new updates to Reminders and some features have been enhanced to be more efficient.



1 This is the Reminders app's front page, showing smart lists as well as the lists you've created yourself. A 'list' is a group of reminders you've set up and can be titled anything you like.

2 This is your search field. Use it to search your reminders, regardless of into which list they're organised.

3 These are your smart lists. 'Today' is all your reminders scheduled for that day, 'Scheduled' shows reminders that are scheduled for any day, 'All' lists all your reminders and 'Flagged' shows reminders you've flagged for extra attention or to locate easier.

4 Here, you see the currently selected list or smart list. As 'All' is currently selected, this column shows all your reminders arranged in their respective lists.

5 These are your lists. They can be called anything you like. Click one to open it and see the individual reminders you've added, mark reminders you've done as complete and also add new ones.

6 These icons show a Reminders list is shared. You can share a list with someone else, as long as they have a Mac or iOS device. The list then appears in their own Reminders app, along with any edits you make and vice versa. However, their Apple devices must be running minimum iOS 13, iPadOS or macOS Catalina or macOS Big Sur.

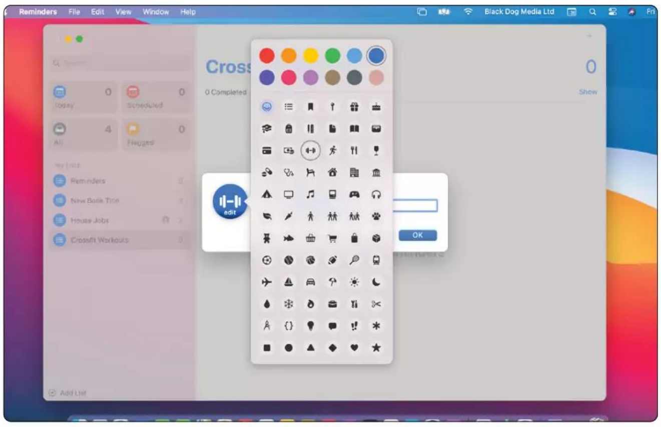
7 These numbers, on the right of each list, represent the number of outstanding reminders that it contains. When you mark one as done, it's removed.

8 Click the plus sign to add a reminder to the list above. You can call it anything you like. When added, it appears in that list until you mark it as done.

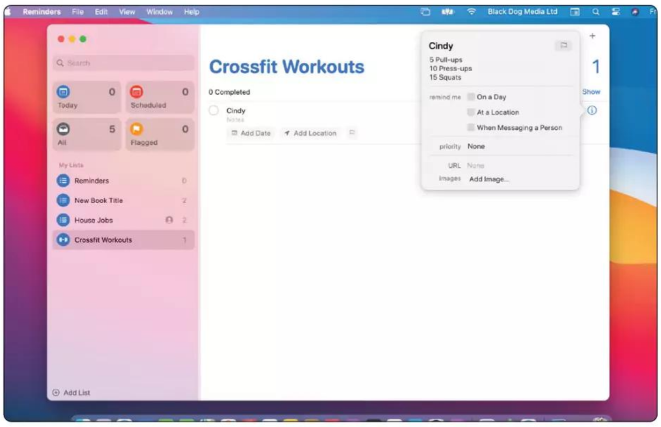
9 To mark a reminder as done, click the circle next to it and it disappears from the list. If you want to get it back, double-click on the list name in the sidebar, click the Show list, and then click the filled circle to clear it.

10 Click here to create a new list, which appears in the My Lists section of the Reminders home page. You can then add reminders to this list in the usual way.

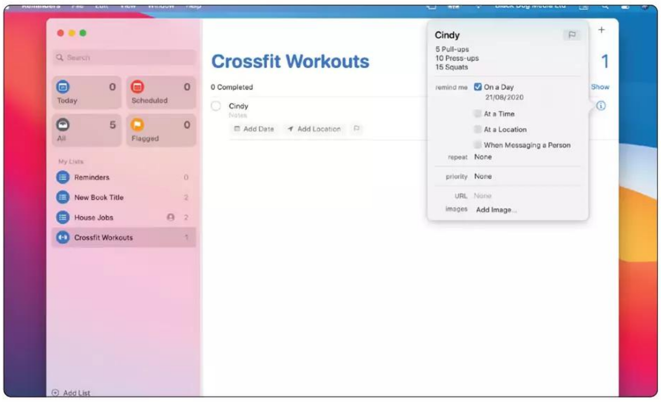
Creating and Using Reminders



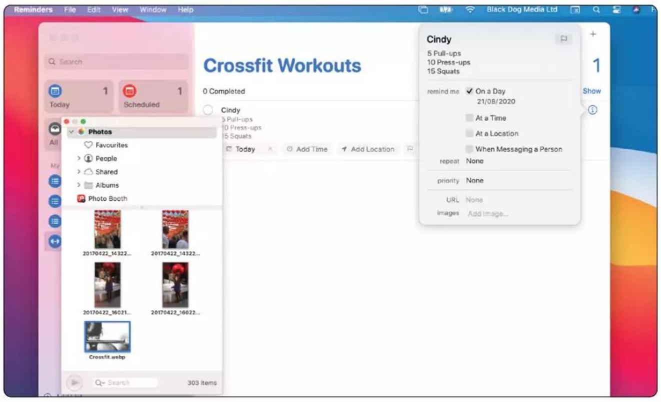
1 To create a new list, click the Add List link in the bottom left. Add a title for your list. Double click on its icon in the sidebar to edit its title and then by clicking the Edit label in the icon you can select from a range of specific icons and colours.



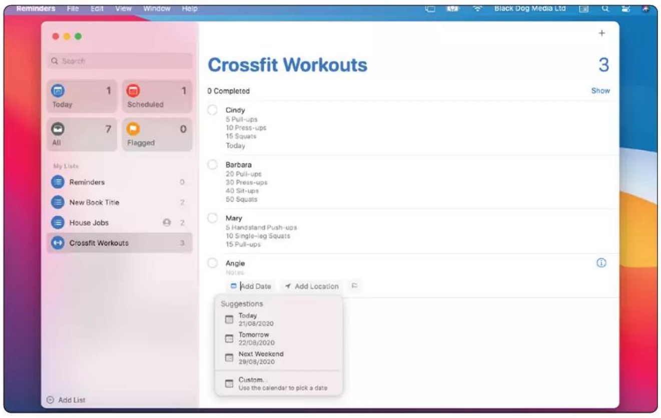
2 To add a reminder to a list, click the Plus button (top right). Add a name and, if you wish, tap the 'i' icon next to it to: add notes, a URL or a flag, set a priority as low, medium or high and more. When you've carried out the task, tap the circle to its left to check and dismiss it.



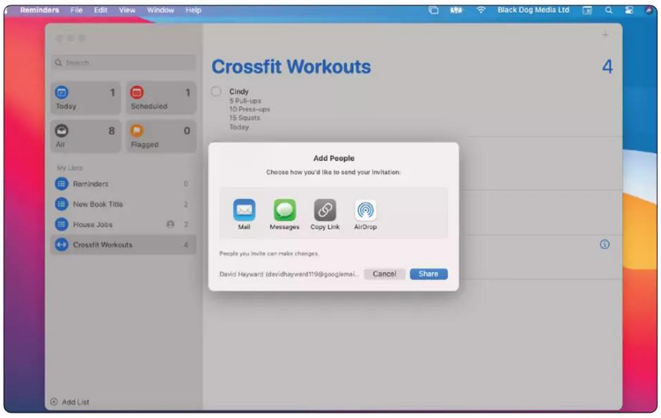
3 To schedule a reminder, click it, tap the 'i' icon that appears and then switch on 'Remind me on a day'. You can add an alarm, set a date and time and set it to repeat, if necessary. You can also be reminded when you reach or leave a location or when messaging a certain person.



4 Click the Add Image link near the bottom of the Details window and you can add a photo from your Photos app, take a new one or scan a document. This picture appears in your list associated with that particular reminder. Tap it to enlarge it.



5 You can add notes under a reminder. Click on it, then click Notes. You can also add a due date, scheduling a reminder, by clicking the Add Date box underneath it. You can also add a location and/or a flag in this way, without going through the Details window.

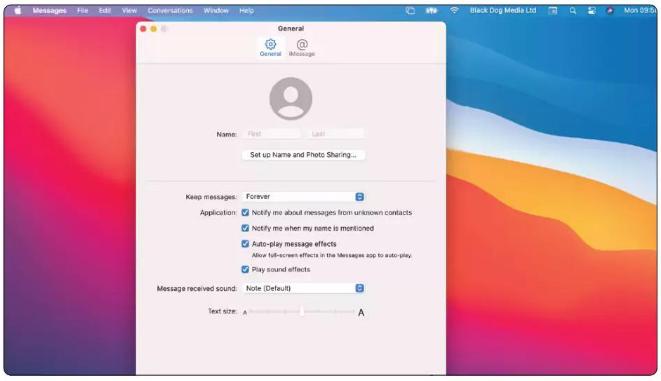


6 To share a list with another Mac or iOS user, hover over the list in the sidebar, then click on the Silhouette icon that appears. Choose a method of inviting people. Reminders created in Big Sur are compatible with macOS Catalina but not earlier than that.

Messages For On-screen Chats

You can keep up to date and in constant contact with family and friends and other Mac and iOS users with the Messages app. With Big Sur, this updated version offers a number of new features for a more effective and friendly messaging environment. Here's how it works.

Setting Up Messages


Messages
File
Edit
View
Conversations
Window
Help
Black Dog Media Ltd
General
General
iMessage
Set up Name and Photo Sharing…

Name: First Last

Keep messages: Forever

Application: ☑ Notify me about messages from unknown contacts

☑ Notify me when my name is mentioned

☑ Auto-play message effects

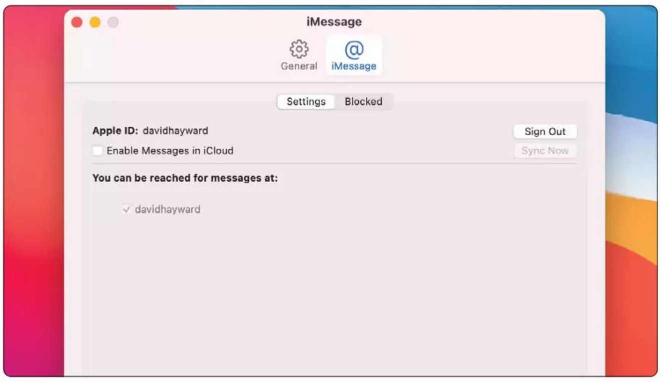
Allow full-screen effects in the Messages app to auto-play.

☑ Play sound effects

Message received sound: Note (Default)

Text size: A A

1 When you first open Messages, you might need to sign in with your Apple ID. If you're not asked to do so, you're already signed in. Open Messages and select Preferences from the Messages menu in the top bar. Alternatively, press CMD-comma on your keyboard. Either way, the Preferences window appears.


iMessage
General
iMessage
Settings
Blocked
Sign Out
Sync Now

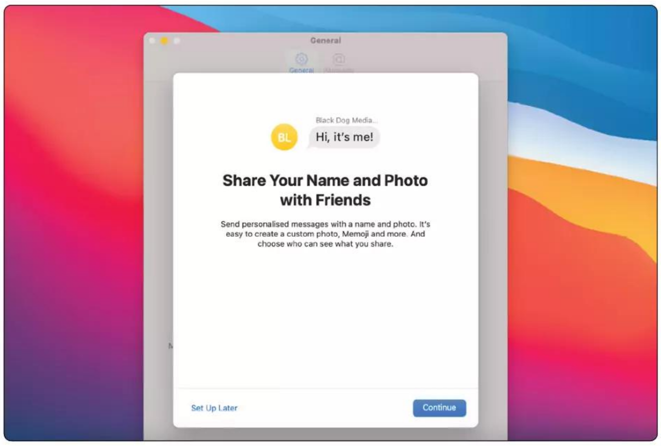
Apple ID: davidhayward

☐ Enable Messages in iCloud

You can be reached for messages at:

✓ davidhayward

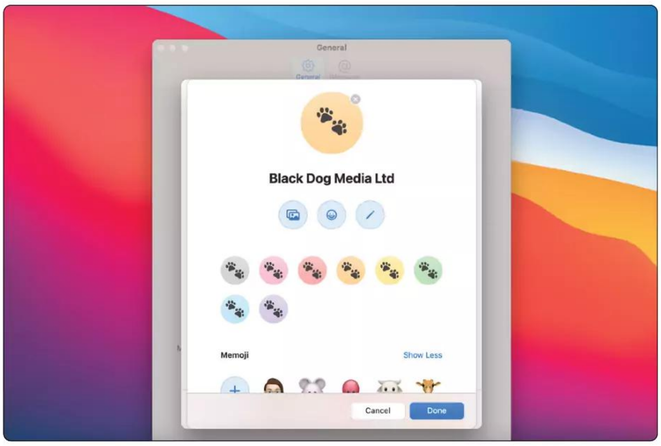
2 Click the iMessage tab and ensure that the email address associated with your Apple ID is enabled. If it isn't, click the Sign in button and enter your Apple ID and password. You can set more than one email address and phone number if you wish, so messages sent to any of these addresses or numbers are received on your Mac.


General
General
Black Dog Media...
BL
Hi, it's me!
Set Up Later
Continue

Share Your Name and Photo with Friends

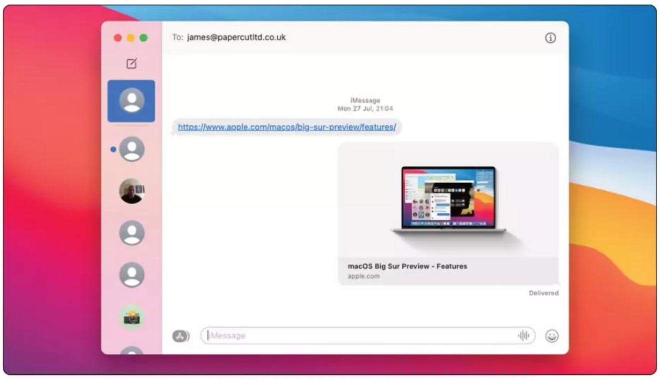
Send personalised messages with a name and photo. It's easy to create a custom photo, Memoji and more. And choose who can see what you share.

3 Once you're signed in, click back to the General tab and click on the Set up Name and Photo Sharing button. This will open a setup wizard that will guide you through the process of setting up personalised messages with a name and photo. It's not strictly necessary but a nice addition to the app.


General
General
Black Dog Media Ltd
Memoji
Show Less
Cancel
Done

4 The Authors and Category sidebar options organise your books according to their genre and writer. The List button (which is found in the View menu) shows all titles as text only instead of showing the covers. You can also limit your window to PDFs you've added to the Books app and Audiobooks.

Start a Conversation



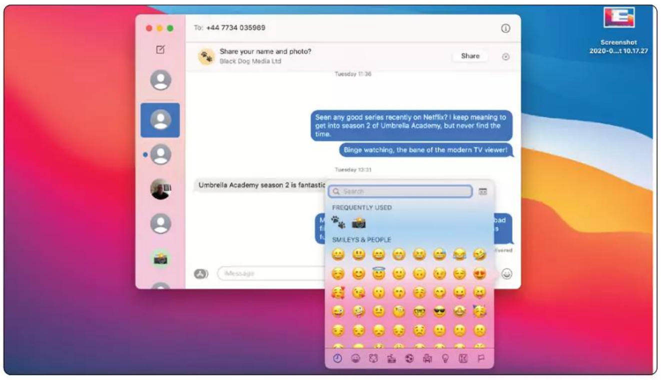
To: james@papercutltd.co.uk

iMessage
Mon 27 Jul, 21:04

https://www.apple.com/macos/big-sur-preview/features/

macOS Big Sur Preview - Features
apple.com

Delivered



To: +44 7734 035989

Share your name and photo?
Black Dog Media Ltd

Tuesday 11:36

Seen any good series recently on Netflix? I keep meaning to get into season 2 of Umbrella Academy, but never find the time.

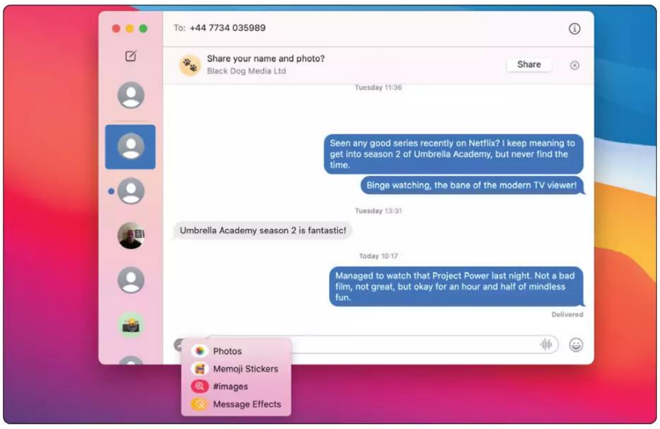
Binge watching, the bane of the modern TV viewer!

Tuesday 13:31

Umbrella Academy season 2 is fantastic!

1 To start a new message, click on the pencil and paper icon at the top of the left-hand panel. A new message window opens, which is currently blank. Type the email address, phone number or name (if they're in your Contacts app) of the person you want to message in the To field at the top.

2 Type your message into the text field at the bottom of the main window. Click on the smiling face on the right-hand side of the text field to add an emoticon. Messages to other iOS users are shown in blue. If you're messaging a non-Apple device, your messages are shown in green.



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Binge watching, the bane of the modern TV viewer!

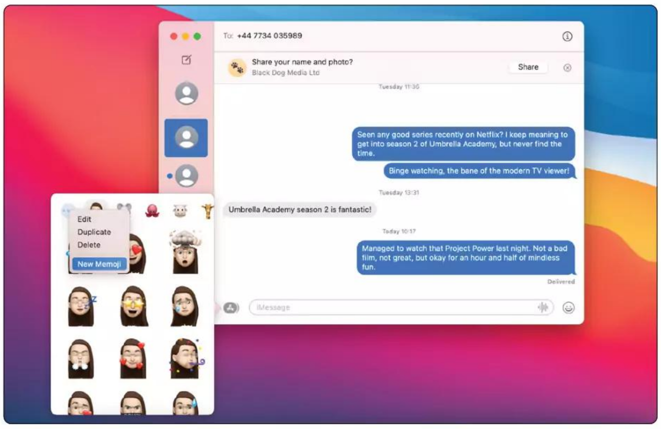
Tuesday 13:31

Umbrella Academy season 2 is fantastic!

Today 10:17

Managed to watch that Project Power last night. Not a bad film, not great, but okay for an hour and half of mindless fun.

Delivered



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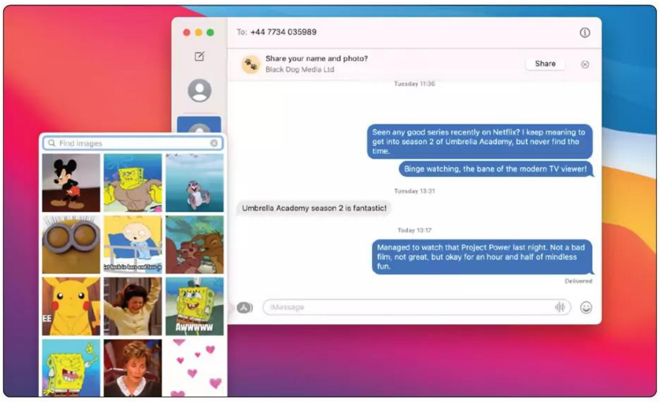
Delivered

3 Memoji are the highlighted big update to the Message app in Big Sur. Clicking on the button to the left of the text entry box will display a pop-up box where you can opt to add a Memoji, add a photo, Message Effect or the new #Image option.

4 Clicking on the Memoji link will open the currently available collection of Memoji Stickers. From here you're able to select one of hundreds of Memoji, spanning numerous emotional responses or you can click the three horizontal dots to start designing your own with the new Memoji Editor.



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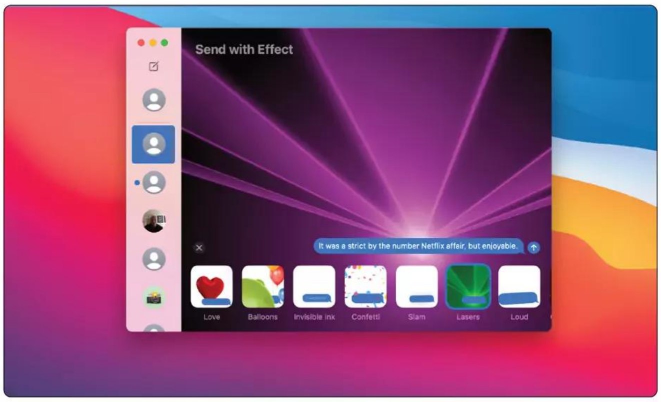


Send with Effect

It was a strict by the number Netflix affair, but enjoyable.

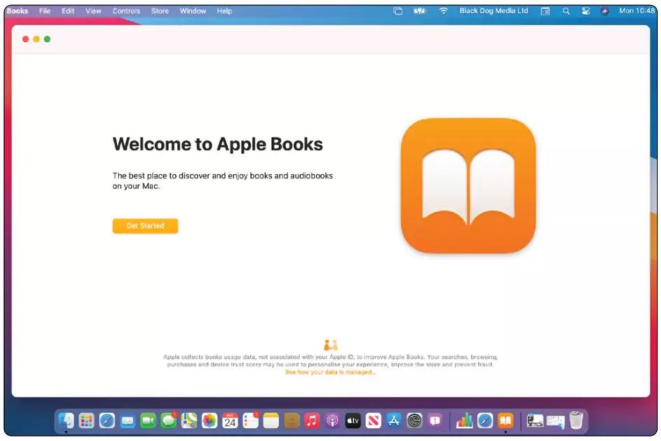
5 #Images is another new aspect to the Messages app. In short, it's a collection of current and trending GIFs and still images. There are countless numbers to choose from and they're updated on the fly, so whenever you click, what you see will be current and relevant. You can also search for a theme, by using the Search Box provided.

6 Message Effects is an interesting addition to the Message app's arsenal of options. With it, you're able to add more impact or convey something different to the message you're typing in. It's fun but also makes messaging a little more fun than it previously was – and more in line with mobile messaging.

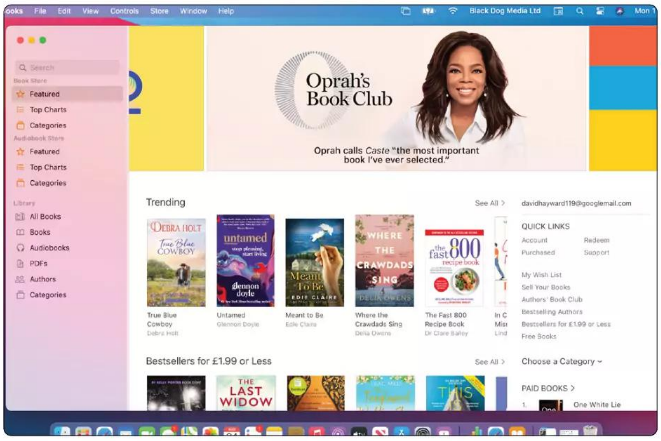
Books
Buy & Read eBooks

The Books app is really self explanatory but it offers much more than simply being a portal to viewing your collection of electronic literature. You're able to browse a huge library of titles, buy new eBooks, sample content and organise your ever-growing collection.

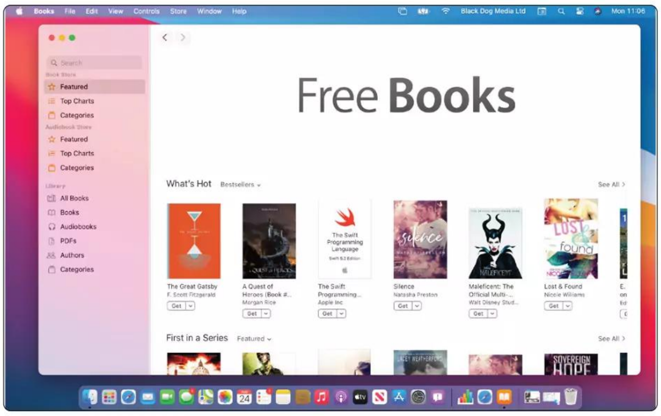
Setting Up Books


Welcome to Apple Books
The best place to discover and enjoy books and audiobooks on your Mac.
Get Started

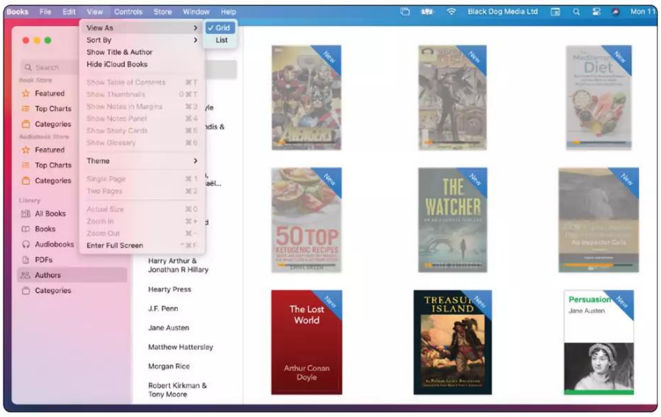
1 Launch the Books app and click on Get Started. You're asked to sign in using your Apple ID. If you need to sign in with another account at a later date, use the Sign In/Out option in the Store drop-down menu in the top bar.


Featured
Top Charts
Categories
All Books
Books
Audiobooks
PDFs
Authors
Oprah's Book Club
Trending
Bestsellers for £1.99 or Less
QUICK LINKS

2 If you're already a Books user on your iPad or iPhone, you can access your books by clicking the All Books option at the top of the left-hand sidebar. From this link, you're taken to your complete Books library located on iCloud.

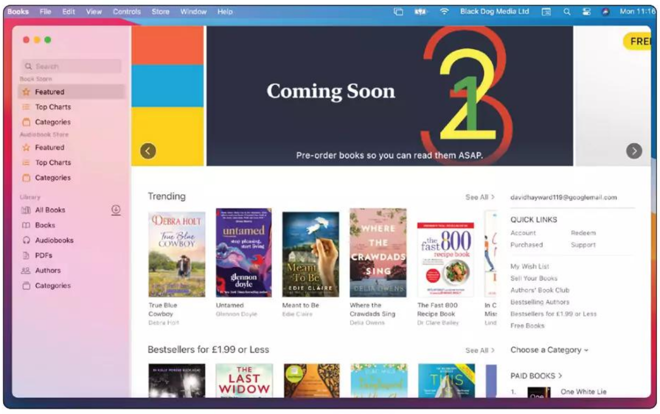

Free Books
What's Hot
First in a Series
Get

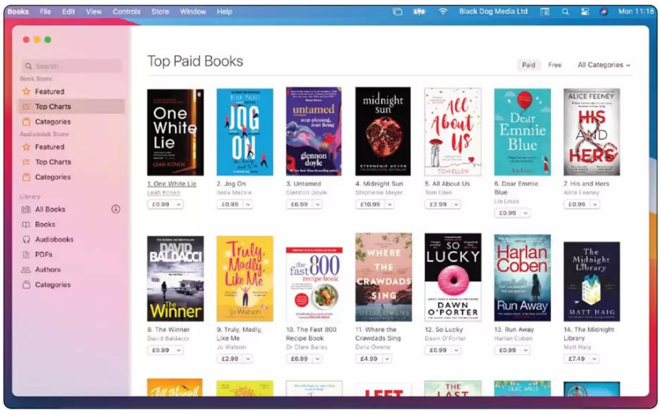
3 Previous macOS users will note that the interface of the Books app has changed slightly. For one, there's no longer the iCloud icon in the upper-right of the screen to begin downloading a book. Books now operates much the same as the Mac App Store, in that you click the Get button under a title to start the download.


View As
Grid
List
Sort By
Show Title & Author
Hide iCloud Books
Theme
Enter Full Screen
Authors
Categories

4 The Authors and Category sidebar options organise your books by genre and writer. The List button (from the View menu) shows all titles as text only. You can also limit your window to PDFs you've added to the Books app and Audiobooks.

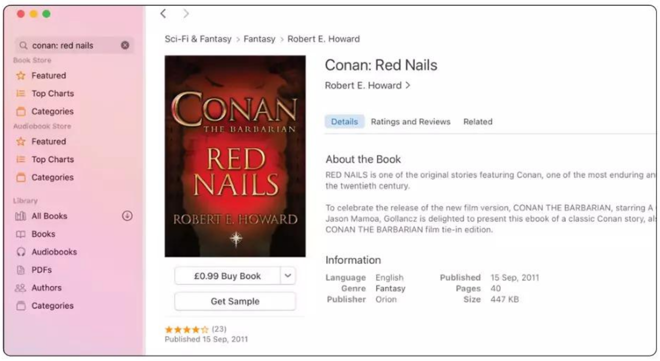
Making Purchases Using Books

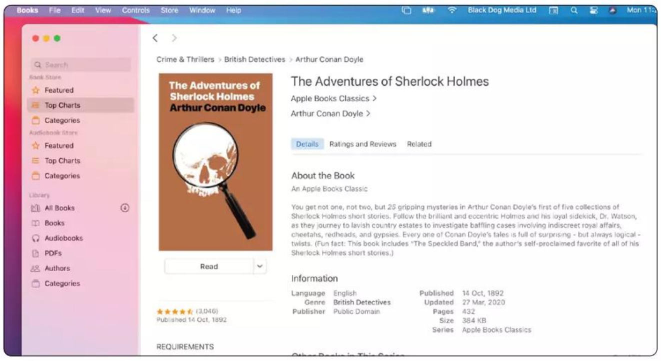

Coming Soon
Pre-order books so you can read them ASAP.
Trending
Bestsellers for £1.99 or Less


Top Paid Books

1 The first task to downloading a book is to find one you want to read out of the millions available – not an easy process. To help you out, the Book Store has several viewing options: Featured, Top Charts and Categories.

2 The Top Charts option will display the best-selling paid and free eBooks currently available from the Book Store. Alternatively, you can enter a title or author into the Search Bar in the top-left of the Books app window.


Conan: Red Nails
Robert E. Howard
£0.99 Buy Book
Get Sample

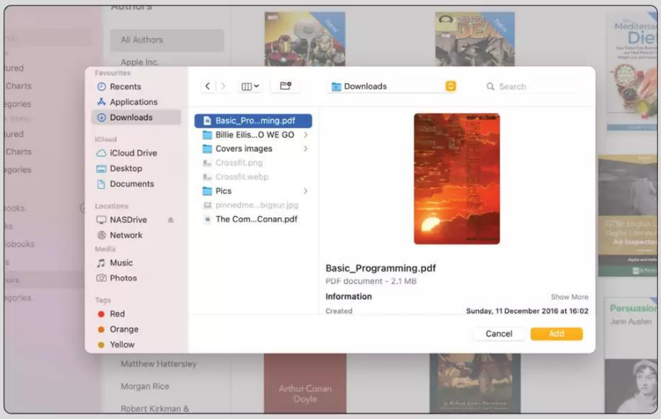

The Adventures of Sherlock Holmes
Arthur Conan Doyle
Read

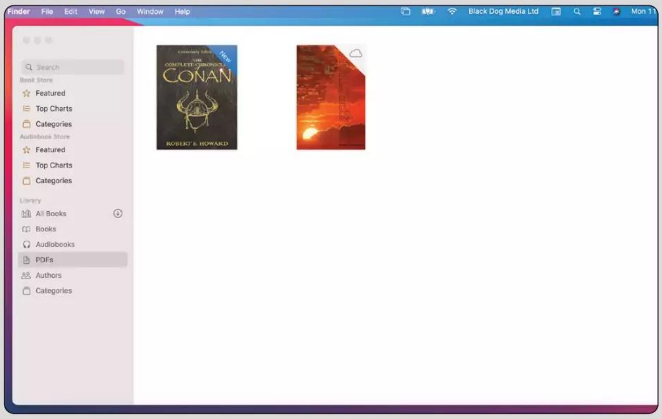
3 When you've made your selection, click on the cover to be taken to the publication's home page. Here you can download the full title or a short free sample. If you opt for the free sample it automatically downloads but the full purchase requires you to log in with your Apple ID.

4 Once your purchase has downloaded, the purchase options are replaced with a Read button. Click this to begin reading your eBook. To make another purchase or browse the Apple Books Store, click the left-pointing arrow in the top left corner or click one of the search options.

Adding PDFs to Books.

You can copy PDF documents onto your Mac and into the Books app and sync them using your iCloud account.

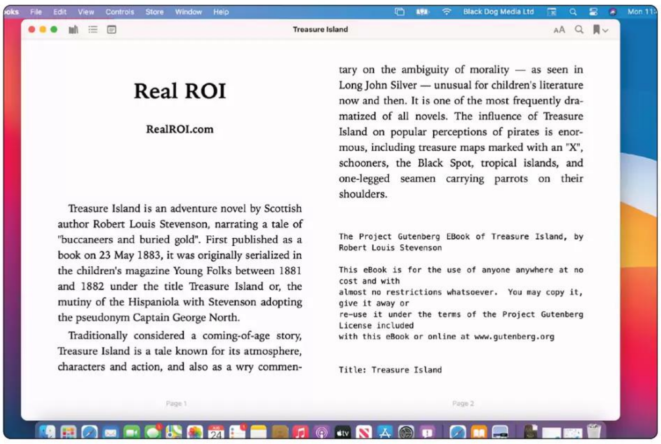

Downloads
Basic_Programming.pdf
Cancel
Add



Open up Books on your Mac and select Add to Library from the File menu. From here, open the folder containing the PDF files you wish to add to Books.

Select Books from your Books Library and you now see these PDF files that you just added to your collection, which can be viewed just as if they were purchased books.

Viewing Titles in Books



Real ROI

RealROI.com

Treasure Island is an adventure novel by Scottish author Robert Louis Stevenson, narrating a tale of "buccaneers and buried gold". First published as a book on 23 May 1883, it was originally serialized in the children's magazine Young Folks between 1881 and 1882 under the title Treasure Island or, the mutiny of the Hispaniola with Stevenson adopting the pseudonym Captain George North.

Traditionally considered a coming-of-age story, Treasure Island is a tale known for its atmosphere, characters and action, and also as a wry commentary on the ambiguity of morality — as seen in Long John Silver — unusual for children's literature now and then. It is one of the most frequently dramatized of all novels. The influence of Treasure Island on popular perceptions of pirates is enormous, including treasure maps marked with an "X", schooners, the Black Spot, tropical islands, and one-legged seamen carrying parrots on their shoulders.

```
The Project Gutenberg EBook of Treasure Island, by
Robert Louis Stevenson

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give it away or
re-use it under the terms of the Project Gutenberg
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with this eBook or online at www.gutenberg.org


Title: Treasure Island
```
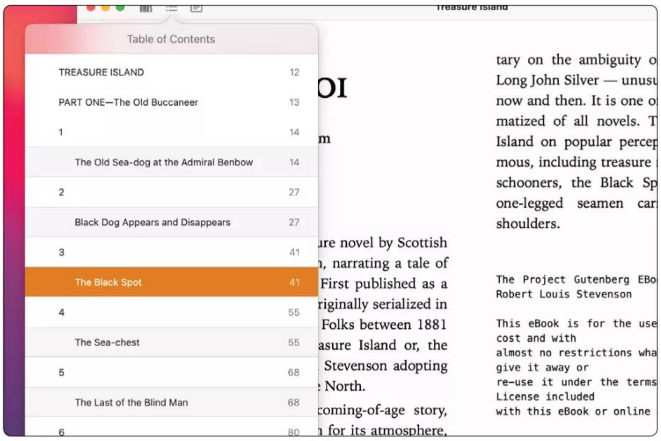

Page 1 Page 2

1 To open a book, go to your Library and click on the thumbnail of the cover of the title you wish to read. It zooms out and automatically opens at the start of the book or at the last page you read to if you've already started it.



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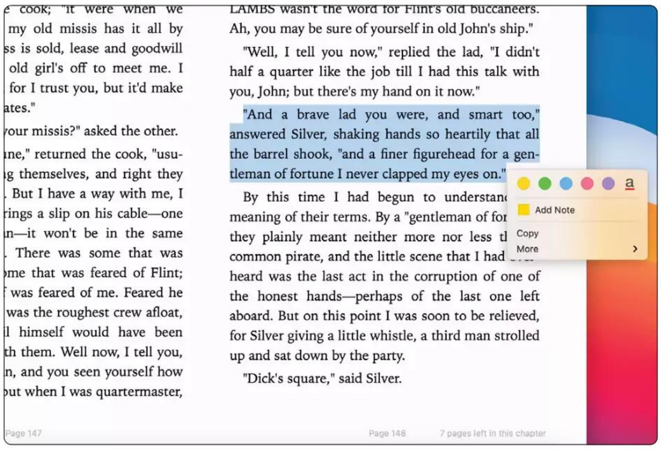
2 Using the slider at the foot of the window, navigate through the pages as you read. You can also skip back to the title's table of contents using the middle icon in the top left. Return to the Books window by clicking the book icon.



cook; "it were when we
my old missis has it all by
ss is sold, lease and goodwill
old girl's off to meet me. I
for I trust you, but it'd make
ates."
your missis?" asked the other.
ine," returned the cook, "usu-
g themselves, and right they
But I have a way with me, I
rings a slip on his cable—one
n—it won't be in the same
There was some that was
me that was feared of Flint;
was feared of me. Feared he
was the roughest crew afloat,
l himself would have been
th them. Well now, I tell you,
n, and you seen yourself how
but when I was quartermaster,

LAMBS wasn't the word for Flint's old buccaneers. Ah, you may be sure of yourself in old John's ship."

"Well, I tell you now," replied the lad, "I didn't half a quarter like the job till I had this talk with you, John; but there's my hand on it now."

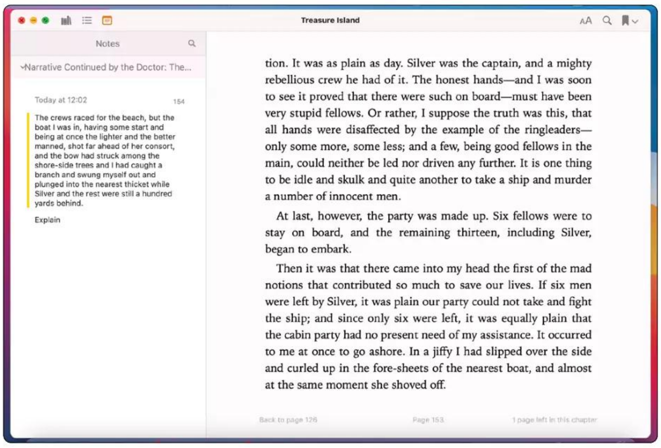
"And a brave lad you were, and smart too," answered Silver, shaking hands so heartily that all the barrel shook, "and a finer figurehead for a gentleman of fortune I never clapped my eyes on."

By this time I had begun to understan meaning of their terms. By a "gentleman of for they plainly meant neither more nor less tl common pirate, and the little scene that I had heard was the last act in the corruption of one of the honest hands—perhaps of the last one left aboard. But on this point I was soon to be relieved, for Silver giving a little whistle, a third man strolled up and sat down by the party.

"Dick's square," said Silver.

Page 147 Page 148 7 pages left in this chapter

3 Using the mouse or trackpad, click and hold the cursor and drag it over a portion of text or double-click on a word to select it. This brings up an options window where you can add a note, highlight the text or underline it in red.



Narrative Continued by the Doctor: The...

Today at 12:02 154

The crews raced for the beach, but the boat I was in, having some start and being at once the lighter and the better manned, shot far ahead of her consort, and the bow had struck among the shore-side trees and I had caught a branch and swung myself out and plunged into the nearest thicket while Silver and the rest were still a hundred yards behind.

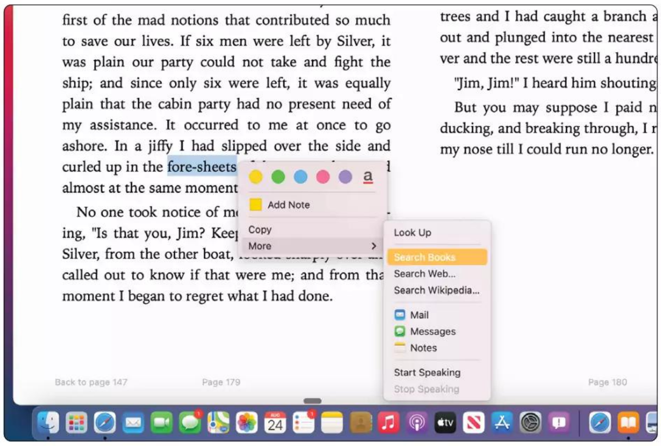
tion. It was as plain as day. Silver was the captain, and a mighty rebellious crew he had of it. The honest hands—and I was soon to see it proved that there were such on board—must have been very stupid fellows. Or rather, I suppose the truth was this, that all hands were disaffected by the example of the ringleaders—only some more, some less; and a few, being good fellows in the main, could neither be led nor driven any further. It is one thing to be idle and skulk and quite another to take a ship and murder a number of innocent men.

At last, however, the party was made up. Six fellows were to stay on board, and the remaining thirteen, including Silver, began to embark.

Then it was that there came into my head the first of the mad notions that contributed so much to save our lives. If six men were left by Silver, it was plain our party could not take and fight the ship; and since only six were left, it was equally plain that the cabin party had no present need of my assistance. It occurred to me at once to go ashore. In a jiffy I had slipped over the side and curled up in the fore-sheets of the nearest boat, and almost at the same moment she shoved off.

Back to page 126 Page 153 1 page left in this chapter

4 These notes are stored within the eBook itself and can be viewed in a pop-up column by clicking on the third icon on the top left of the pane. A second click returns you to the standard reading format, so you can continue to enjoy your book.



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almost at the same moment

No one took notice of m
ing, "Is that you, Jim? Kee
Silver, from the other boat,
called out to know if that were me; and from tha
moment I began to regret what I had done.

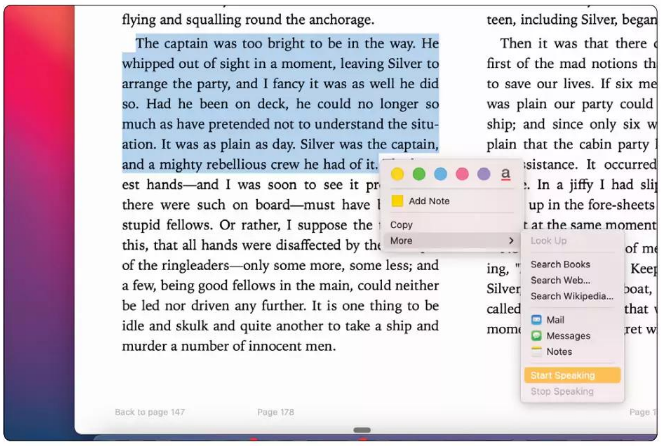
trees and I had caught a branch
out and plunged into the nearest
ver and the rest were still a hundr

"Jim, Jim!" I heard him shouting

But you may suppose I paid n
ducking, and breaking through, I r
my nose till I could run no longer.

Back to page 147 Page 179 Page 180

5 Returning to the highlight options pop-up menu, click More for a second page of options. From here you can look up the word using the dictionary, find other examples of its use in the book, search the web for it or share it.



flying and squalling round the anchorage.

The captain was too bright to be in the way. He whipped out of sight in a moment, leaving Silver to arrange the party, and I fancy it was as well he did so. Had he been on deck, he could no longer so much as have pretended not to understand the situation. It was as plain as day. Silver was the captain, and a mighty rebellious crew he had of it.
est hands—and I was soon to see it pr
there were such on board—must have l
stupid fellows. Or rather, I suppose the
this, that all hands were disaffected by the
of the ringleaders—only some more, some less; and a few, being good fellows in the main, could neither be led nor driven any further. It is one thing to be idle and skulk and quite another to take a ship and murder a number of innocent men.

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ship; and since only six w
plain that the cabin party
sistance. It occurred
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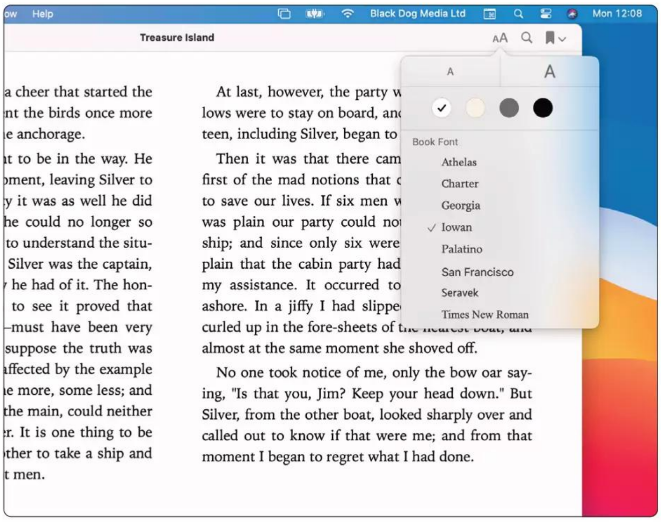
up in the fore-sheets
t at the same moment

Back to page 147 Page 178

6 Another option from the pop-up menu linked to highlighted text is the ability to have any highlighted text spoken to you via the Mac's own speech software. Simply highlight the section you want to hear and click on the Start Speaking link.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Treasure Island

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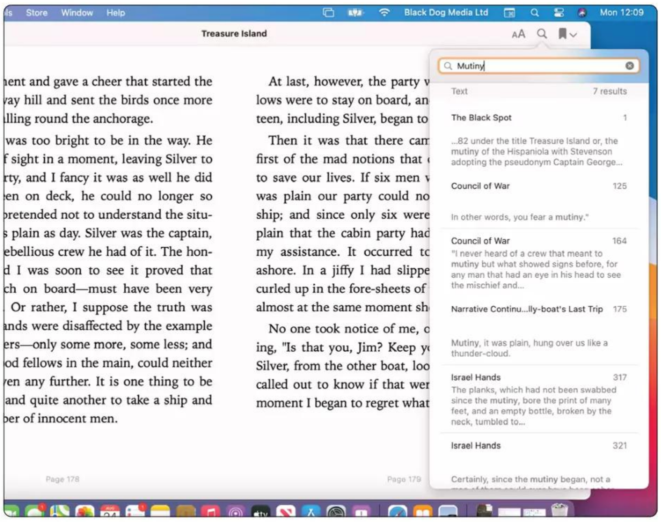
ashore. In a jiffy I had slippe
curled up in the fore-sheets of the nearest boat, and
almost at the same moment she shoved off.

No one took notice of me, only the bow oar saying, "Is that you, Jim? Keep your head down." But Silver, from the other boat, looked sharply over and called out to know if that were me; and from that moment I began to regret what I had done.

7 By clicking on the first icon on the top right, the icon showing the two sizes of the 'A' character on it, you bring up a menu containing various options to change the appearance of the book, from font size to background colour.


Store
Window
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Mon 12:09
AA

Treasure Island

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was too bright to be in the way. He
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Page 178

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almost at the same moment sh
No one took notice of me, o
ing, "Is that you, Jim? Keep y
Silver, from the other boat, loo
called out to know if that wer
moment I began to regret what

Page 179

Mutiny

Text 7 results

The Black Spot 1
...82 under the title Treasure Island or, the mutiny of the Hispaniola with Stevenson adopting the pseudonym Captain George...

Council of War 125
In other words, you fear a mutiny."

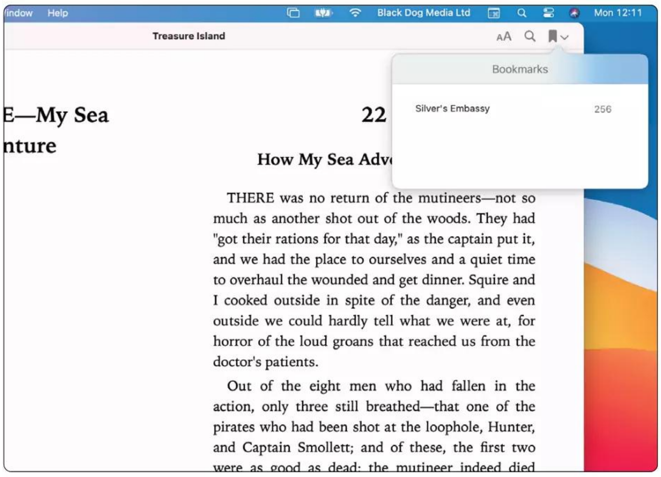
Council of War 164
"I never heard of a crew that meant to mutiny but what showed signs before, for any man that had an eye in his head to see the mischief and...

Narrative Continu...lly-boat's Last Trip 175
Mutiny, it was plain, hung over us like a thunder-cloud.

Israel Hands 317
The planks, which had not been swabbed since the mutiny, bore the print of many feet, and an empty bottle, broken by the neck, tumbled to...

Israel Hands 321
Certainly, since the mutiny began, not a

8 The next option is Search, represented by the magnifying glass icon. Using this you can search for all references to a name or word in the entire publication. The results appear below the search bar and can be viewed by scrolling.


indow
Help
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Mon 12:11
AA

Treasure Island

Bookmarks

Silver's Embassy 256

E—My Sea
nture

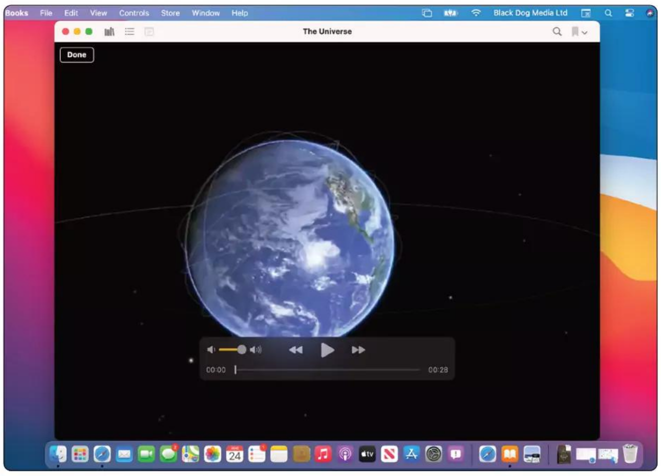
22

How My Sea Adv

THERE was no return of the mutineers—not so much as another shot out of the woods. They had "got their rations for that day," as the captain put it, and we had the place to ourselves and a quiet time to overhaul the wounded and get dinner. Squire and I cooked outside in spite of the danger, and even outside we could hardly tell what we were at, for horror of the loud groans that reached us from the doctor's patients.

Out of the eight men who had fallen in the action, only three still breathed—that one of the pirates who had been shot at the loophole, Hunter, and Captain Smollett; and of these, the first two were as good as dead; the mutineer, indeed, died

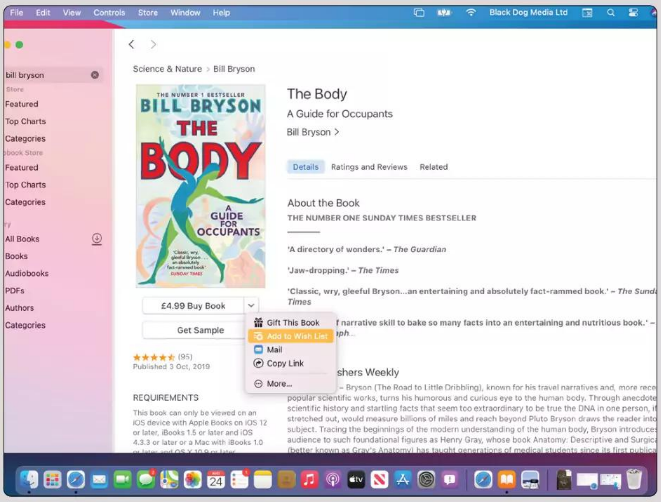
9 The final option is Bookmark. Click it to place a bookmark on the current page, which can be accessed by clicking the down-pointing icon, which shows all of your recent and current bookmarks for this book.


Books
File
Edit
View
Controls
Store
Window
Help
Black Dog Media Ltd
The Universe
Done
00:00
00:28

10 Some books have integrated content such as images and videos presented within their pages. These are viewed by following the specific instructions given by the book title in question, such as pressing the Play button on video clips.

Sharing eBooks and Using the Books Wish List.

When you find a title in the Apple Books Store that you wish to share with a friend or if you are a little short on funds and want to add the title to your Wish List to remind you at a later date, you can use the following share feature. When you are on a title's home page, notice the small downward-pointing arrow to the right of the price. Click on this arrow to bring up a small menu containing links to your sharing options; email, Facebook etc. You can also use the Add to Wish List link which will add this title to your buy it later list. Your Wish List is viewable from the right panel on the Featured Home screen. Remove a title by hovering the pointer over it, then clicking on the cross icon that appears in the top left corner.


File
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Black Dog Media Ltd
bill bryson
Store
Featured
Top Charts
Categories
book Store
Featured
Top Charts
Categories
All Books
Books
Audiobooks
PDFs
Authors
Categories
Science & Nature > Bill Bryson
THE NUMBER 1 BESTSELLER
BILL BRYSON
THE BODY
A GUIDE FOR OCCUPANTS
'Classic, wry, gleeful Bryson . . . an absolutely fact-rammed book'
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★★★★☆ (95)
Published 3 Oct, 2019

REQUIREMENTS
This book can only be viewed on an iOS device with Apple Books on iOS 12 or later, iBooks 1.5 or later and iOS 4.3.3 or later or a Mac with iBooks 1.0

About the Book
THE NUMBER ONE SUNDAY TIMES BESTSELLER

'A directory of wonders.' – *The Guardian*

'Jaw-dropping.' – *The Times*

'Classic, wry, gleeful Bryson...an entertaining and absolutely fact-rammed book.' – *The Sund*
Times

f narrative skill to bake so many facts into an entertaining and nutritious book.' –
ph...

shers Weekly

– Bryson (The Road to Little Dribbling), known for his travel narratives and, more rece
popular scientific works, turns his humorous and curious eye to the human body. Through anecdote
scientific history and startling facts that seem too extraordinary to be true the DNA in one person, if
stretched out, would measure billions of miles and reach beyond Pluto Bryson draws the reader into
subject. Tracing the beginnings of the modern understanding of the human body, Bryson introduces
audience to such foundational figures as Henry Gray, whose book Anatomy: Descriptive and Surgica

FaceTime
Video & Audio Calls

Since the lockdown due to COVID-19, face to face meetings were out of the question and if it wasn't for the use of video chat, meeting up with colleagues, friends and family, even conducting virtual lessons would have been impossible. We owe a lot to the developers of such apps and FaceTime is one of the best available.

Social Distancing Contact

The Coronavirus pandemic has changed the way in which we work and contact each other for generations to come. It's the single most devastating blow to global civilisation in living memory and there's a chance it's going to be with us forever.

Thankfully, with our modern levels of technology we can still get access to the things that mean the most to us; our family, our friends and our work. We can do all of this through the power of video communications. Indeed, since the governments of the world announced lockdown measures, video communications has taken on a new cultural significance.

Social Isolation

The pandemic, in some ways, brought forward the problems of social isolation to more people than ever before. Prior to lockdown, social isolation was almost exclusively an issue with the older adult population, who regularly deal with the realities of loneliness. While the pandemic hasn't solved the issue for many, it has highlighted what it feels like to be socially isolated from others; something which many of us haven't experienced.

Video communications, such as Microsoft Teams, Skype and so on grew in popularity at the start of the pandemic but their limitations were quickly felt; since Teams is in reality more business focused. FaceTime, on the other hand, proved itself to be a more robust and friendlier environment. With better video quality, better controls and improved bandwidth usage, FaceTime soon became the go-to video communications tool for all ages.

Technology Helps

According to Science Direct, older adults who used video communications during the pandemic displayed lower risks of depression than those who did not use it. Using FaceTime helped many cope with the pandemic and enhanced the well-being of a vulnerable older population as the lockdown continued through the spring and summer months of 2020.

It's not just the older adult population that benefited from using FaceTime. Younger adults, teens and adults all displayed better coping mechanisms throughout the lockdown thanks to video communications. It's not just the act of talking to others, it's also seeing them that helped the brain deal with what was going on.

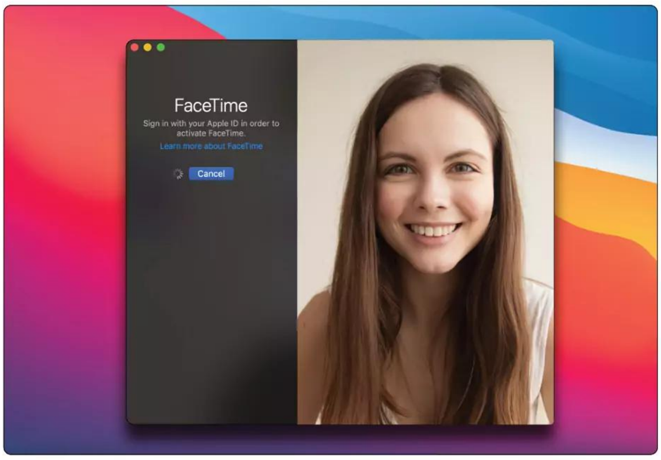
We are, after all, a social animal, so being able to 'see' others releases chemicals in our brains that help us feel good and more positive – something much needed in a time where negativity was at the forefront of everything we saw and read.

Being Together Apart

FaceTime brought many together in a time when we were told to stay apart. With it we could still work, call the kids, chat to a friend either two houses away or on the other side of the world and more importantly discover how others were coping with the pandemic.

Despite video communications already being present in our modern digital lives, it was never utilised to such a large scale as it was during the pandemic. FaceTime proved itself many times over and thanks to the developers, it greatly improved the lives of those that used it.

Using FaceTime

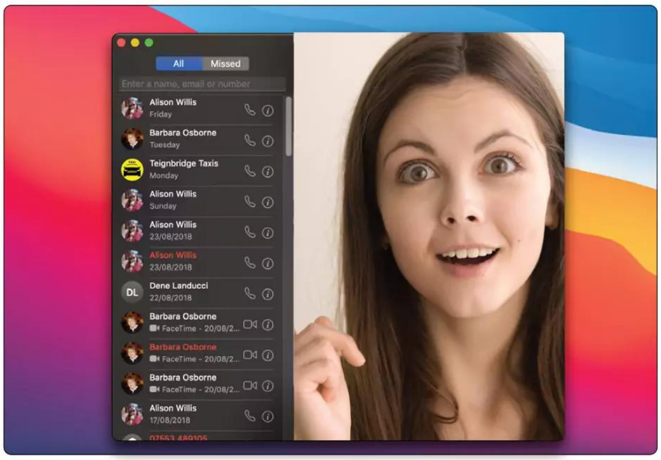


FaceTime

Sign in with your Apple ID in order to activate FaceTime.

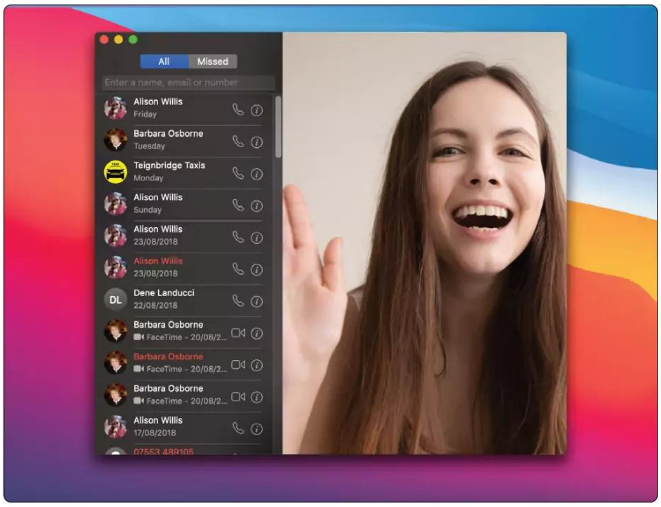
Learn more about FaceTime
Cancel

1 Click on the FaceTime app to launch the program. It should start straight away, and you'll see your own face on the screen, as well as a panel inviting you to log in with your Apple ID. Type in your Apple ID password and click OK.



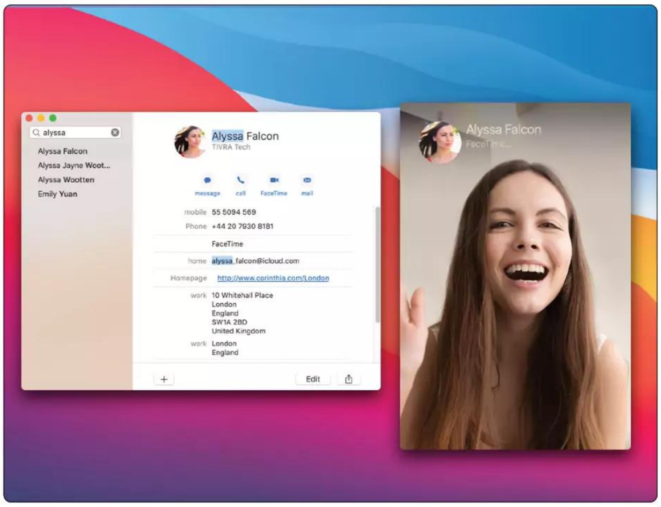
All
Missed
Enter a name, email or number
Alison Willis
Friday
Barbara Osborne
Tuesday
Teignbridge Taxis
Monday
Alison Willis
Sunday
Alison Willis
23/08/2018
Alison Willis
23/08/2018
DL
Dene Landucci
22/08/2018
Barbara Osborne
FaceTime - 20/08/2...
Barbara Osborne
FaceTime - 20/08/2...
Barbara Osborne
FaceTime - 20/08/2...
Alison Willis
17/08/2018

2 Next you'll need to type in your email address. This is the address that people can use through the FaceTime app to contact you. There will be a brief pause while FaceTime verifies your email address.



All
Missed
Enter a name, email or number
Alison Willis
Friday
Barbara Osborne
Tuesday
Teignbridge Taxis
Monday
Alison Willis
Sunday
Alison Willis
23/08/2018
Alison Willis
23/08/2018
DL
Dene Landucci
22/08/2018
Barbara Osborne
FaceTime - 20/08/2...
Barbara Osborne
FaceTime - 20/08/2...
Barbara Osborne
FaceTime - 20/08/2...
Alison Willis
17/08/2018

3 Before you make a video call, it's a good idea to make sure they can see you properly. Using the camera view shown here, make sure there are no distracting bright lights behind you and your face is well lit. You don't need to light up like a movie studio, but turning on a desk light could help.



alyssa

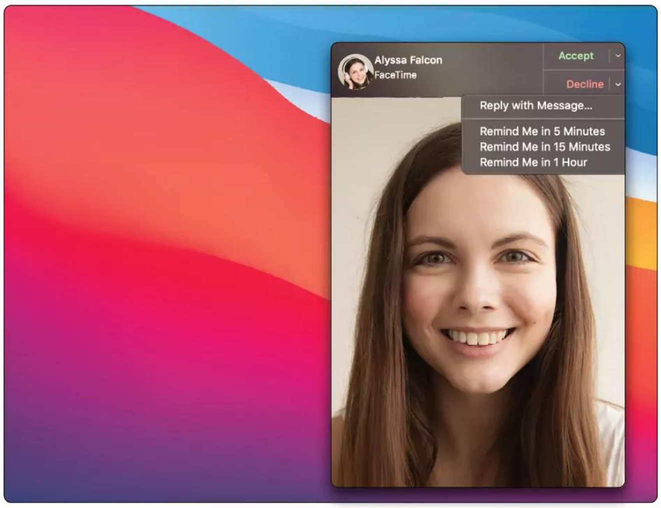
Alyssa Falcon
Alyssa Jayne Woot...
Alyssa Wootten
Emily Yuan

Alyssa Falcon
TIVRA Tech

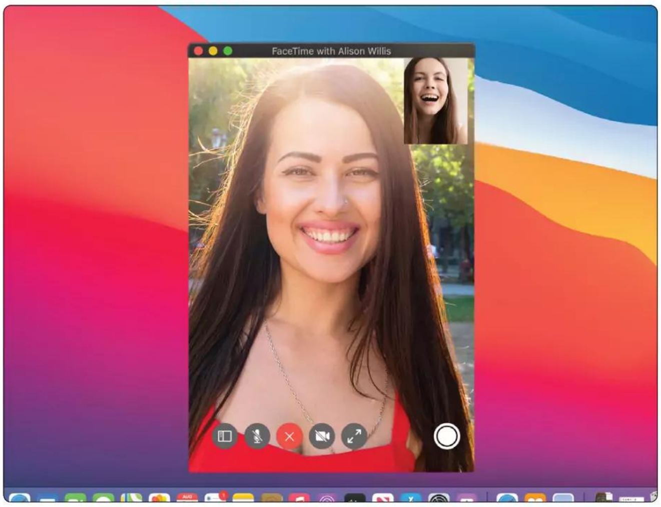
mobile 55 5094 569
Phone +44 20 7930 8181
FaceTime
home alyssa_falcon@icloud.com
Homepage http://www.corinthia.com/London
work 10 Whitehall Place
London
England
SW1A 2BD
United Kingdom
work London
England

message
call
FaceTime
mail
Edit
Alyssa Falcon
FaceTime...

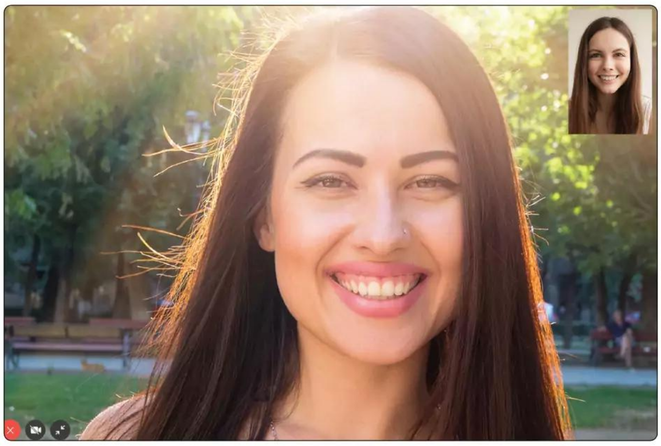
4 To start, look up the person you want to call in your Contacts list, scroll down and you find the FaceTime call button. If the person in question isn't in your Contacts app, you can call them by typing their name, email address or phone number in the field provided and pressing Return.


Alyssa Falcon
FaceTime
Accept
Decline
Reply with Message...
Remind Me in 5 Minutes
Remind Me in 15 Minutes
Remind Me in 1 Hour

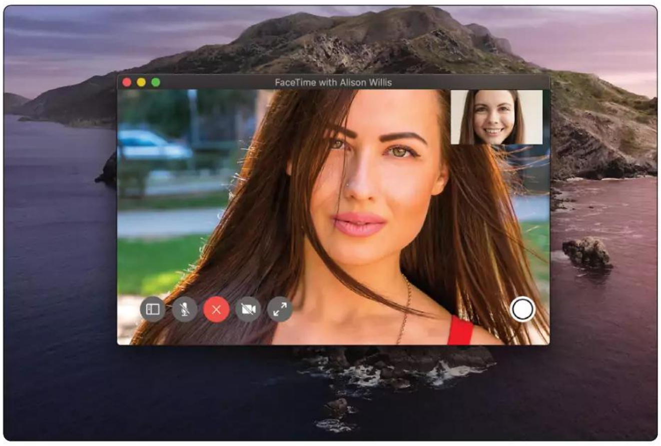
5 Accepting a call in FaceTime is also extremely simple. When you receive a call, the app automatically opens and you're given several options. These are Accept or Decline the call, and under the chevron, Remind me in five minutes, 15 minutes or an hour, or Reply with Message. You also see your camera view in a small inset window.


FaceTime with Alison Willis

6 Whilst you're in the call you can mute the microphone by hovering your pointer over the picture and clicking the icon that appears at the bottom. Hover over the inset video feed of yourself and you can toggle between landscape and portrait modes. Take a Live Photo with the button at the bottom left. To end the call click on the red button.



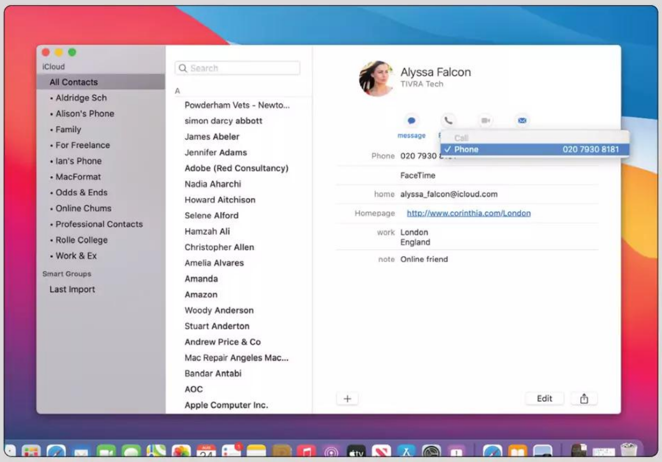
7 Hover over the FaceTime window and click the icon showing two arrows pointing away from each other to go full-screen with your video chat. If the other person's chat is shown in portrait mode, it's because they're holding an iOS device in that orientation.


FaceTime with Alison Willis

8 You can change the orientation of your own video by hovering over the window showing your own video feed and click the curly arrow to change it from portrait to landscape and back again. Match the orientation used by the other party for bigger on-screen video chat.

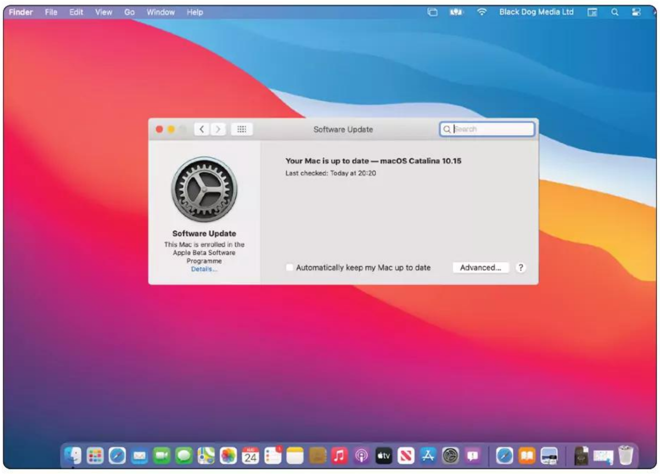
FaceTime Audio Calls.

It's also possible to make audio only FaceTime calls. From the Contacts app, find the person you want to call and right-click on the telephone receiver icon at the top. Choose the option for a FaceTime Audio call. Alternatively, in the FaceTime app, right-click on a previous video conversation found in the left-hand sidebar, and select FaceTime Audio. If the entry shows a telephone receiver icon, it was already an audio conversation, so you can just click it to repeat the call. Naturally, you can enter an email or phone number in the top field and as long as the other person has registered that email or number with their FaceTime account, you can make the FaceTime call. Because they're made over the Internet, FaceTime calls, audio and video, are free.


iCloud
All Contacts
• Aldridge Sch
• Alison's Phone
• Family
• For Freelance
• Ian's Phone
• MacFormat
• Odds & Ends
• Online Chums
• Professional Contacts
• Rolle College
• Work & Ex
Smart Groups
Last Import
Search
A
Powderham Vets - Newto...
simon darcy abbott
James Abeler
Jennifer Adams
Adobe (Red Consultancy)
Nadia Aharchi
Howard Aitchison
Selene Alford
Hamzah Ali
Christopher Allen
Amelia Alvares
Amanda
Amazon
Woody Anderson
Stuart Anderton
Andrew Price & Co
Mac Repair Angeles Mac...
Bandar Antabi
AOC
Apple Computer Inc.
message
Call
✓ Phone 020 7930 8181
+
Edit

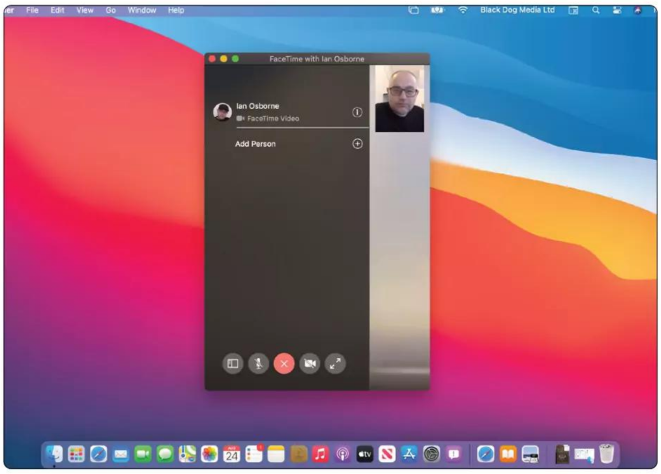
Alyssa Falcon
TIVRA Tech
Phone 020 7930
FaceTime
home alyssa_falcon@icloud.com
Homepage http://www.corinthia.com/London
work London
England
note Online friend

Group FaceTime Calls

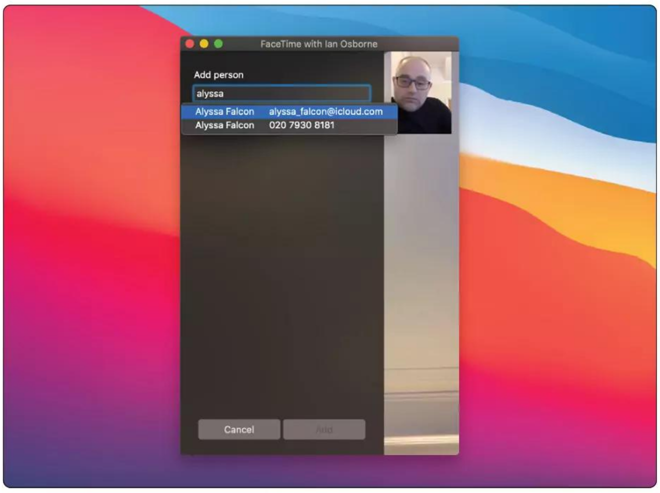

Finder File Edit View Go Window Help
Black Dog Media Ltd
Software Update
Search
Software Update
This Mac is enrolled in the Apple Beta Software Programme
Details...
Advanced...
?

Your Mac is up to date — macOS Catalina 10.15
Last checked: Today at 20:20
☐ Automatically keep my Mac up to date

1 To make Group FaceTime calls, you must be running at least macOS 10.14.1 (Mojave), iOS 12.1 or an iPad running the new iPadOS. Update your device if necessary.

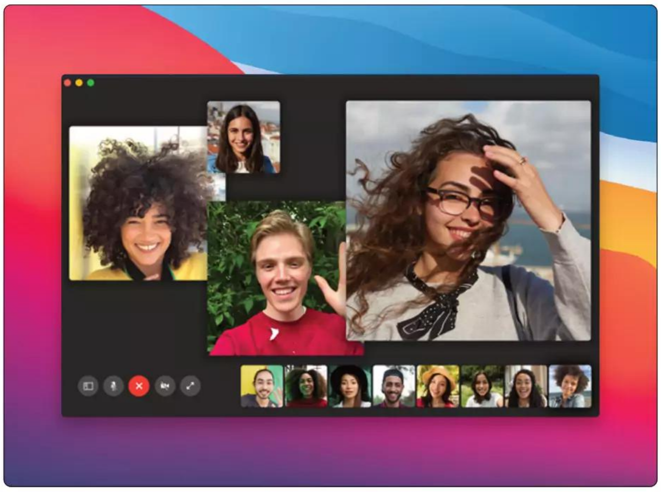

File Edit View Go Window Help
Black Dog Media Ltd
FaceTime with Ian Osborne
Ian Osborne
FaceTime Video
Add Person

2 Establish a FaceTime call with someone then drag the pointer onto the FaceTime window to reveal the control icons at the bottom. Tap the icon on the left to reveal the side bar.

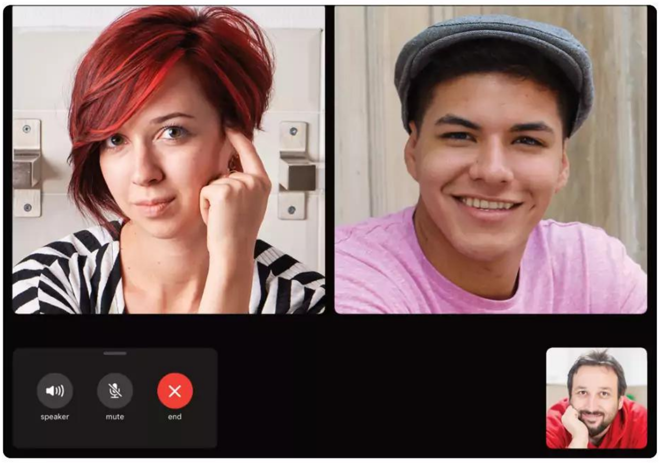

FaceTime with Ian Osborne
Add person
Cancel
Add

alyssa
Alyssa Falcon alyssa_falcon@icloud.com
Alyssa Falcon 020 7930 8181

3 To add another person to your FaceTime chat, click Add Person and then enter their details. Tap their name as soon as it appears, then click on the green Add button that appears.



4 Up to 32 people can join a Group FaceTime chat. To leave, click on the red button in the series of icons shown in the bottom left. The rest of the group is unaffected.


speaker
mute
end

5 Providing you've updated to the operating systems covered in Step 1, you can mix Macs, iPhones, iPads and iPod touches in Group FaceTime chats. They all work fine.

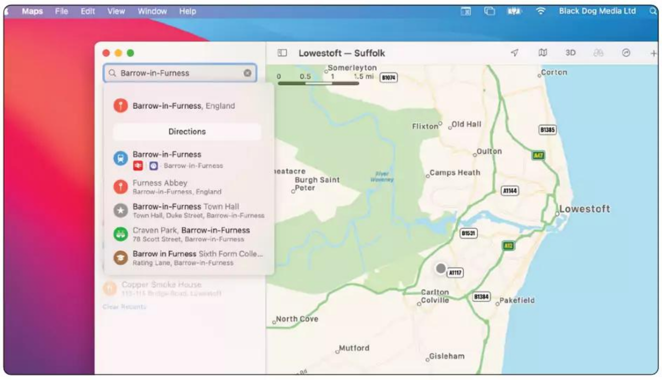
3:39
Alyssa Falcon
home

6 You can even Group FaceTime from an Apple Watch or a HomePod speaker, though as these devices don't have built-in cameras, you are limited to audio chat only.

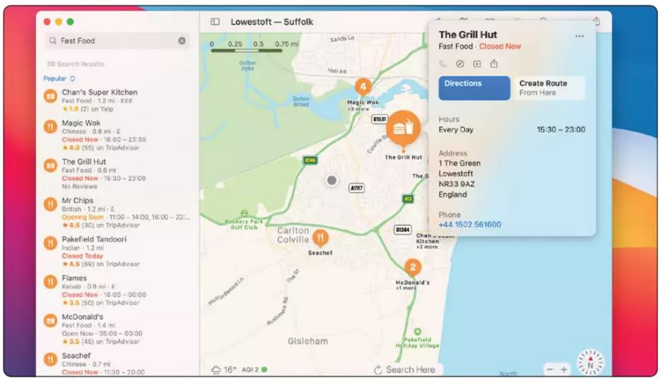
Maps
Plan Your Routes

The Maps app isn't just for checking out the size of someone else's garden, it's a powerful tool that can help you plan routes while avoiding traffic and taking in the glorious sights. With the release of Big Sur, Maps is even more powerful with better features and performance. Let's see how it works.

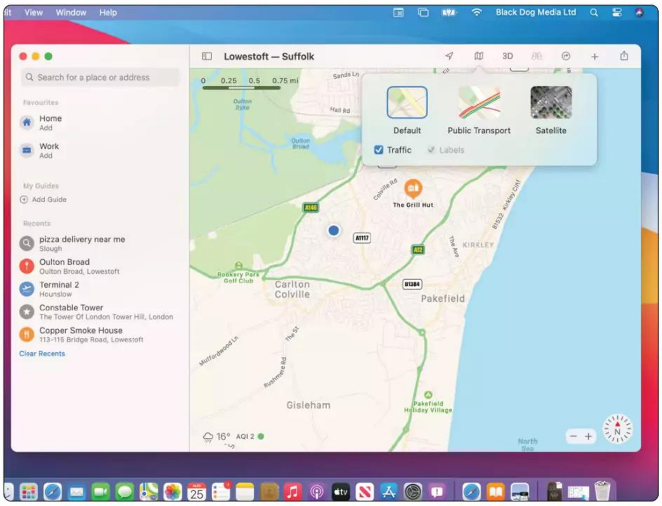
Finding Places with Maps


Maps File Edit View Window Help
Black Dog Media Ltd
Lowestoft – Suffolk
Barrow-in-Furness
Barrow-in-Furness, England
Directions
Barrow-in-Furness
Furness Abbey
Barrow-in-Furness Town Hall
Craven Park, Barrow-in-Furness
Barrow in Furness Sixth Form College
Copper Smoke House
Clear Recents
Lowestoft
Oulton
Carlton Colville
Pakefield
Gisleham
Mutford
North Cove

1 To find your current location, click the arrow icon left of the search field. The map zooms to your current whereabouts. To search for a specific location, type the address, postcode or zip code or road name into the search field. Possible matches are shown as you type.


Lowestoft – Suffolk
Fast Food
Chan's Super Kitchen
Magic Wok
The Grill Hut
Mr Chips
Pakefield Tandoori
Flames
McDonald's
Seachef
The Grill Hut
Fast Food · Closed Now
Directions
Create Route
From Here
Hours
Every Day
15:30 – 23:00
Address
1 The Green
Lowestoft
NR33 9AZ
England
Phone
+44 1502 561600
Search Here

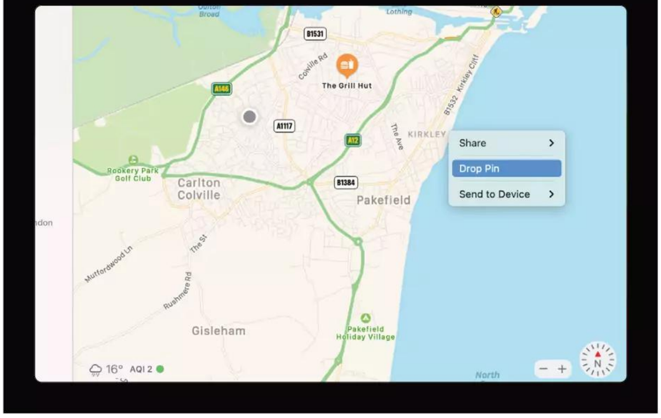
2 You can search for a business by entering the business name or type, for example 'Fast Food', into the search field. Pins appear on the map indicating all matching businesses in the area. To get more information, click on a pin, then on any relevant information that accompanies it.


View Window Help
Black Dog Media Ltd
Lowestoft – Suffolk
Search for a place or address
Favourites
Home
Work
My Guides
Add Guide
Recents
pizza delivery near me
Oulton Broad
Terminal 2
Constable Tower
Copper Smoke House
Clear Recents
Default
Public Transport
Satellite
☑ Traffic
☑ Labels
The Grill Hut
Carlton Colville
Pakefield
Gisleham

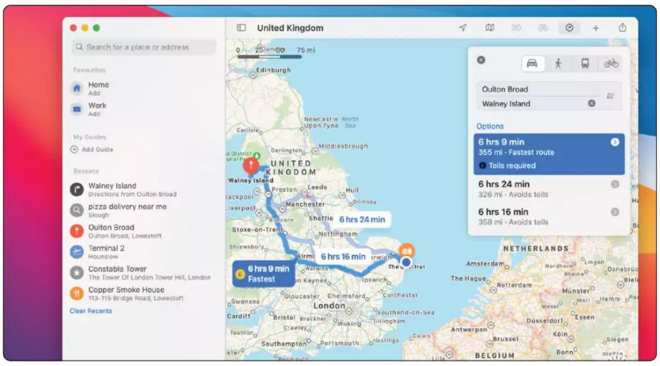
3 To change the view, click the map icon at the top of the pane. The options are: Map, which displays a simple graphical map; Public Transport, which shows public transport options; and Satellite, which displays a photographic map.

Drop a Pin.

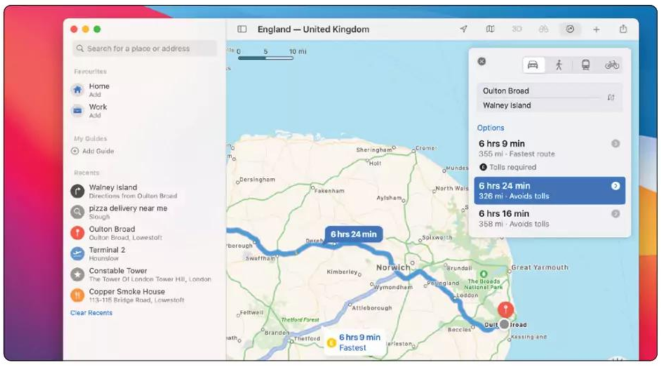
To add a pin to your map, right-click and choose Drop Pin. A pin is placed where you clicked, giving access to an information box like the one shown here. To remove the pin, right-click on it and choose Remove Pin.


The Grill Hut
Share
Drop Pin
Send to Device
Carlton Colville
Pakefield
Gisleham
Pakefield Holiday Village

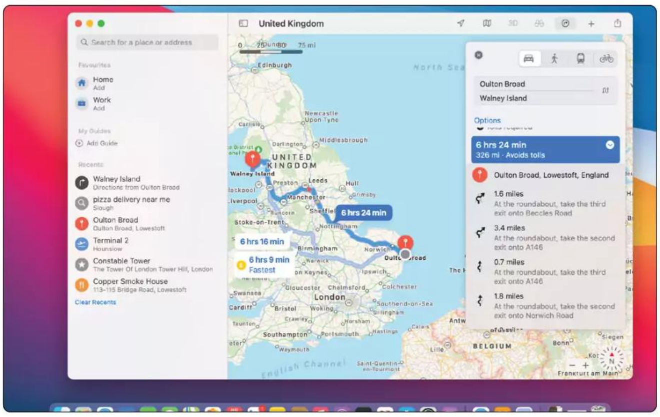
Route Planning Explained



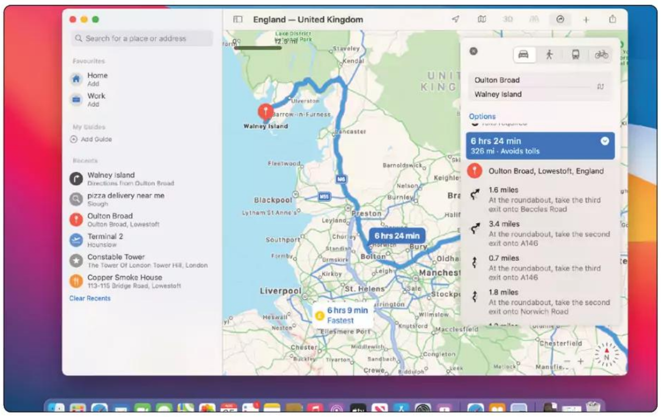
1 To get directions, click the Directions button and enter start and finish points. Select your mode of transport: car, on foot or public transport. Alternatively, click on a pinned location, then click on the small car icon next to the name. You're shown a route to your destination.



2 Maps calculates the best route, based on your chosen transport. It's displayed on the map as a blue line. The distance and travel time are also offered. If alternative routes are available, they're shown as lighter blue lines. You can switch between routes by clicking on a light blue line.



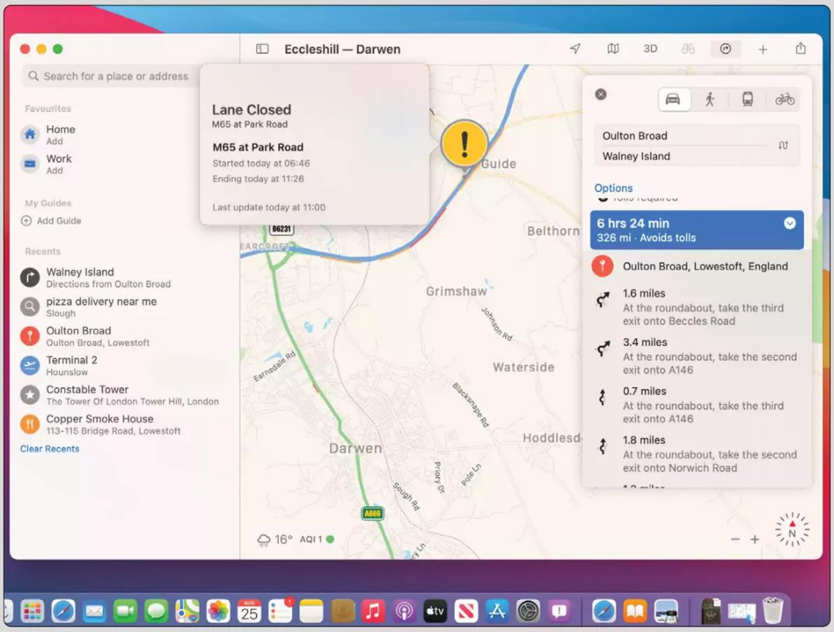
3 When you've chosen a route, click on the right-facing arrow next to the route in the side bar, to expand the details. You can then view a written step-by-step breakdown of the journey. Click any of these points to be taken to that point on the route.



4 If there are alternative branches leading off your chosen route, they're displayed as lighter blue lines once more. Again, you can opt to follow these alternative routes by clicking on them, causing Maps to change your route.

Getting and Using Traffic Information.

When on a road journey, there's nothing worse than getting caught up in a traffic jam or running into major roadworks. Luckily, Maps covers that one too. You can add or remove real-time traffic information in the View menu at the top of the screen. Just select Show/Hide Traffic. When traffic information is turned on, closed roads are shown as no-entry signs, roadworks as road men and accidents as a red sign. Click on one of these indicators for more details, including possible length of delays and for how long the works is likely to continue. Where traffic is heavier than usual, an orange line is added on the road. If it's very heavy, a red line is used.


Eccleshill — Darwen
Search for a place or address
Favourites
Home
Add
Work
Add
My Guides
Add Guide
Recents
Walney Island
Directions from Oulton Broad
pizza delivery near me
Slough
Oulton Broad
Oulton Broad, Lowestoft
Terminal 2
Hounslow
Constable Tower
The Tower Of London Tower Hill, London
Copper Smoke House
113-115 Bridge Road, Lowestoft
Clear Recents
3D
Guide
Belthorn
Grimshaw
Waterside
Darwen
Hoddlesd
16° AQI 1
Oulton Broad
Walney Island
Options

Lane Closed
M65 at Park Road

M65 at Park Road
Started today at 06:46
Ending today at 11:26

Last update today at 11:00

6 hrs 24 min
326 mi · Avoids tolls

Oulton Broad, Lowestoft, England

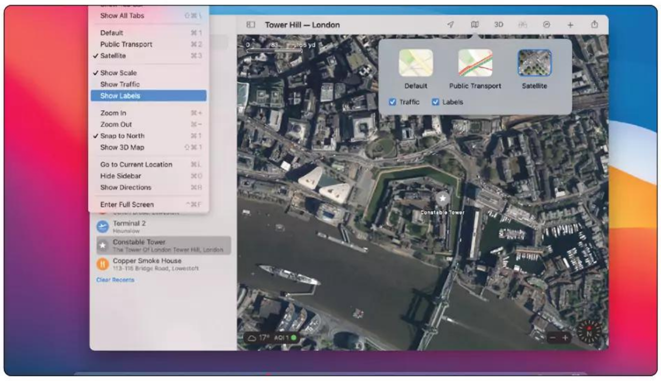
1.6 miles
At the roundabout, take the third exit onto Beccles Road

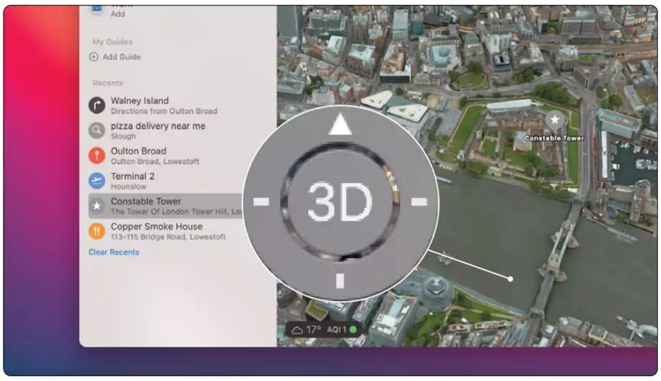
3.4 miles
At the roundabout, take the second exit onto A146

0.7 miles
At the roundabout, take the third exit onto A146

1.8 miles
At the roundabout, take the second exit onto Norwich Road

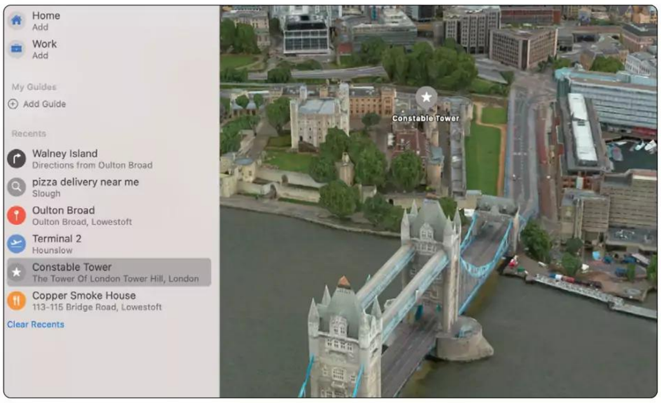
Viewing Maps in 3D

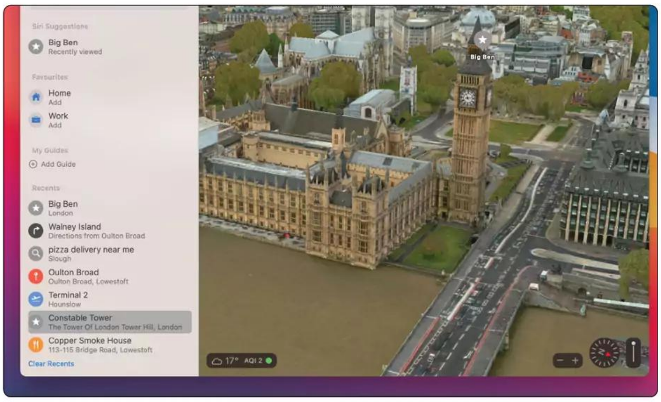

Show All Tabs
Default
Public Transport
✓ Satellite
✓ Show Scale
Show Traffic
Show Labels
Zoom In
Zoom Out
✓ Snap to North
Show 3D Map
Go to Current Location
Hide Sidebar
Show Directions
Enter Full Screen
Tower Hill — London
3D
Default
Public Transport
Satellite
☑ Traffic
☑ Labels
Terminal 2
Constable Tower
Copper Smoke House
Clear Recents


My Guides
Add Guide
Recents
Walney Island
pizza delivery near me
Oulton Broad
Terminal 2
Constable Tower
Copper Smoke House
Clear Recents
3D
Constable Tower
17° AQI 1

1 To get the best effect when viewing the maps in 3D, you need to switch to Satellite view. You can show or hide the labels such as the street names and feature locations using the View top-bar menu. Just select Show/Hide Labels.

2 To now switch to 3D view, click the 3D button next to the map selection icon in the top bar. The camera angle will shift when you do this but if you're zoomed out, you'll hardly notice any difference.

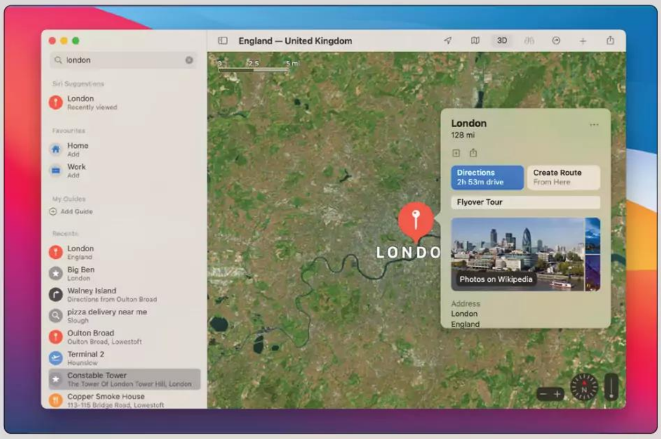

Home
Work
My Guides
Add Guide
Recents
Walney Island
pizza delivery near me
Oulton Broad
Terminal 2
Constable Tower
Copper Smoke House
Clear Recents
Constable Tower

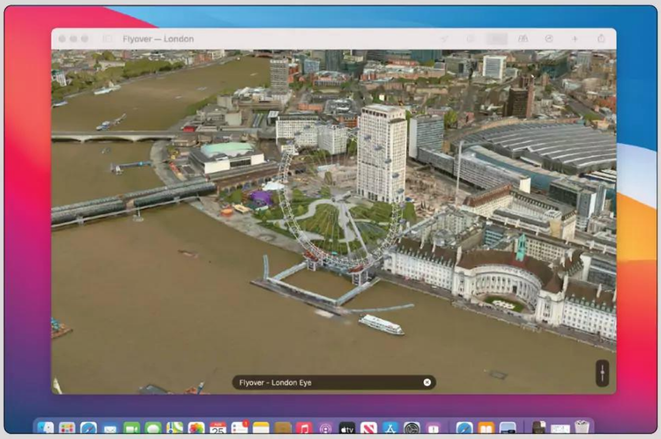

Siri Suggestions
Big Ben
Favourites
Home
Work
My Guides
Add Guide
Recents
Big Ben
Walney Island
pizza delivery near me
Oulton Broad
Terminal 2
Constable Tower
Copper Smoke House
Clear Recents
Big Ben
17° AQI 2

3 Zoom in and the 3D aspect will begin to unfold. While not everything on the planet is rendered in 3D, you can get to see some of the more famous buildings and locations, usually within major cities and with major landmarks. It's like you're there, minus the crowds!

4 You can use trackpad gestures such as pinch in and out to zoom and twist to rotate the camera and see different parts of buildings and features. You can also tilt the camera by using the slider located next to the compass, in the bottom-right of the map screen.

3D Flyover Tours.

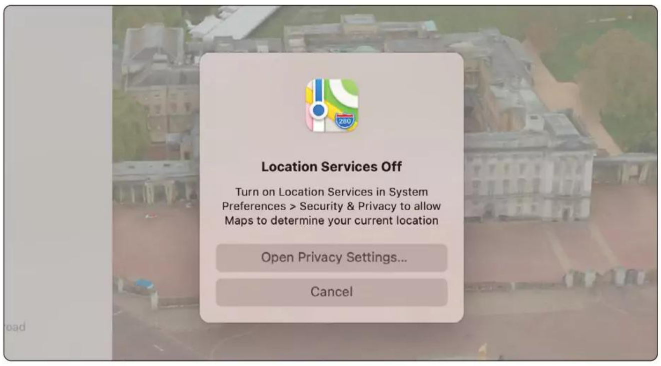

England — United Kingdom
london
Siri Suggestions
London
Favourites
Home
Work
My Guides
Add Guide
Recents
London
Big Ben
Walney Island
pizza delivery near me
Oulton Broad
Terminal 2
Constable Tower
Copper Smoke House
LONDO
London
128 mi
Directions
2h 53m drive
Create Route
From Here
Flyover Tour
Photos on Wikipedia
Address
London
England


Flyover — London
Flyover - London Eye

Some of the world's major cities offer Flyover Tours. To start a 3D Flyover Tour first search for a city by name. Click on the pin that appears, then click the Flyover Tour button that appears in the information window.

The 3D camera flies over major features and attractions, showing them off in great detail. What you're looking at is indicated in a panel at the foot of the Maps window. To end a Flyover Tour, click the 'x' found at the end of this panel.

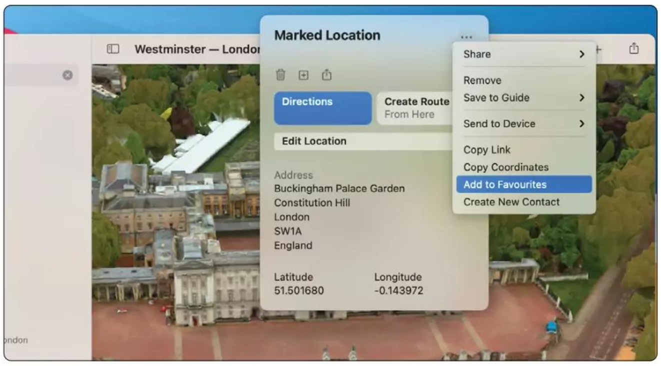
Customising the Maps App



Location Services Off

Turn on Location Services in System Preferences > Security & Privacy to allow Maps to determine your current location

Open Privacy Settings...
Cancel



Marked Location

Address
Buckingham Palace Garden
Constitution Hill
London
SW1A
England

Latitude 51.501680
Longitude -0.143972

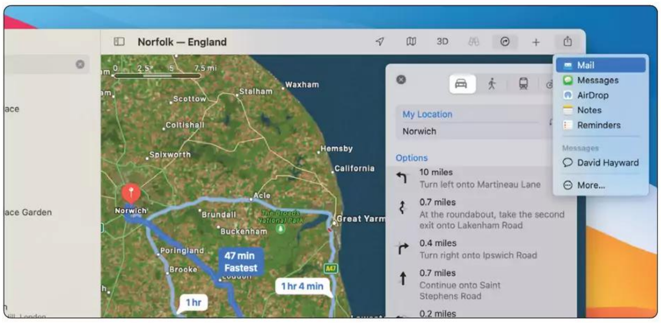
Westminster — London
Directions
Create Route
From Here
Edit Location
Share
Remove
Save to Guide
Send to Device
Copy Link
Copy Coordinates
Add to Favourites
Create New Contact

Location Aware

If Maps isn't authorised to access your location, you get a message. Several of the options covered in this tutorial won't work unless you authorise the Location Services function. Click Open Privacy Settings, then the lock in the bottom left corner and enter your admin password. In the right-hand panel, tick Maps.

Adding and Removing Favourites in Maps

To bookmark a location, right-click to Drop a Pin, then from the newly opened Pin window, select the three horizontal dots. From the pop-up menu, select Add to Favourites. Once a Favourite is added, it'll appear in the left-panel, click the 'i', followed by Remove Favourite to delete it.



My Location
Norwich

10 miles
Turn left onto Martineau Lane

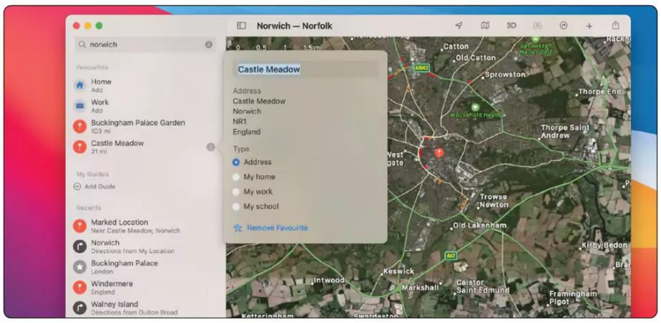
0.7 miles
At the roundabout, take the second exit onto Lakenham Road

0.4 miles
Turn right onto Ipswich Road

0.7 miles
Continue onto Saint Stephens Road

0.2 miles

Norfolk — England
3D
Options
Mail
Messages
AirDrop
Notes
Reminders
Messages
David Hayward
More...
47 min
Fastest
1 hr 4 min
1 hr



Castle Meadow

Address
Castle Meadow
Norwich
NR1
England

Type
● Address
○ My home
○ My work
○ My school

Norwich — Norfolk
norwich
Favourites
Home
Add
Work
Add
Buckingham Palace Garden
103 mi
Castle Meadow
21 mi
My Guides
Add Guide
Recents
Marked Location
Near Castle Meadow, Norwich
Norwich
Directions from My Location
Buckingham Palace
London
Windermere
England
Walney Island
Directions from Oulton Broad
Remove Favourite

Sharing Routes

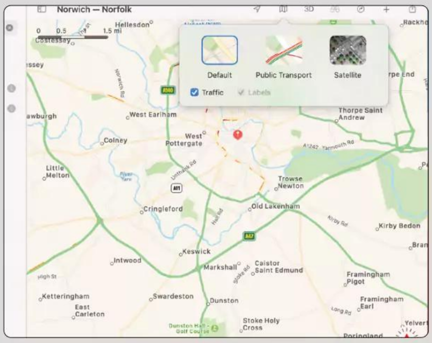
Having selected your choice of route, you can share it via social media or email or send directly to other macOS, OS X or iOS devices. The recipient receives a message with a link which, when accessed, opens the Maps app to display the route.

Using Maps Favourites

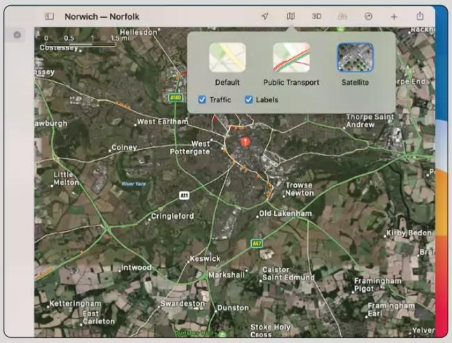
Your Favourites are located in the left-pane, click the 'i' next to one of them for more information. You can create a Type: Work, Home, School and rename it to something more meaningful if you want.

Changing the View.

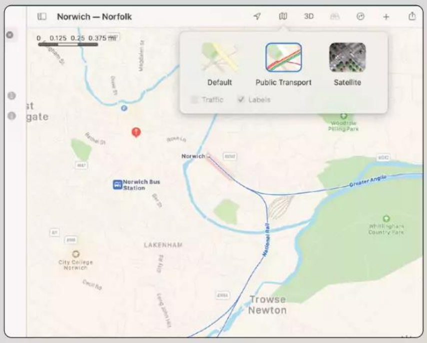
Switch between viewing options available to you using the Map icon. You'll find that it's often more efficient to use the Default (Map) view, before switching to Satellite. But it's a personal choice.



Norwich — Norfolk
Default
Public Transport
Satellite
☑ Traffic
☑ Labels



Norwich — Norfolk
Default
Public Transport
Satellite
☑ Traffic
☑ Labels



Norwich — Norfolk
Default
Public Transport
Satellite
Traffic
Labels

Map: This view is similar to your standard hand drawn Ordnance Survey (OS) map style. It's the easiest way to find your directions.

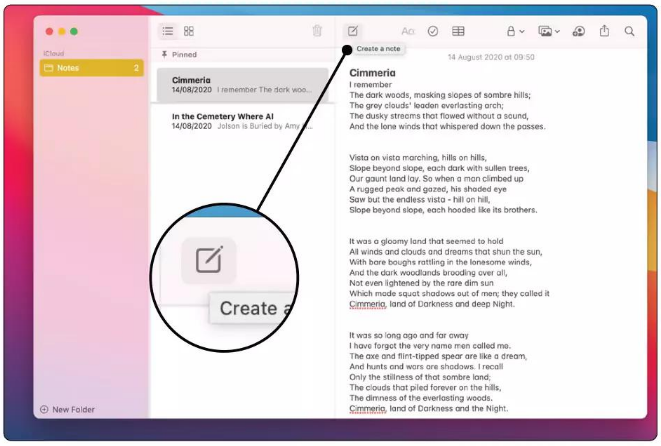
Satellite: An aerial view, which you can zoom in and out. A View menu option lets you show or hide the labels such as street names.

Transport: Public transport options are added in this view. It's not available everywhere yet but more locations are being added over time.

Notes
Store Your Jottings

The Notes app is a remarkably powerful, yet simple, virtual notepad. With it you can jot down your thoughts and ideas or create complex notes that are easily edited and fully searchable; and you can also sync your notes to your iCloud account. There's more to Notes than first meets the eye.

Creating, Editing and Searching Notes


iCloud
Notes 2
Pinned
Create a note
Create a
New Folder

Cimmeria 14/08/2020 I remember The dark woo...

In the Cemetery Where Al 14/08/2020 Jolson is Buried by Amy H...

14 August 2020 at 09:50

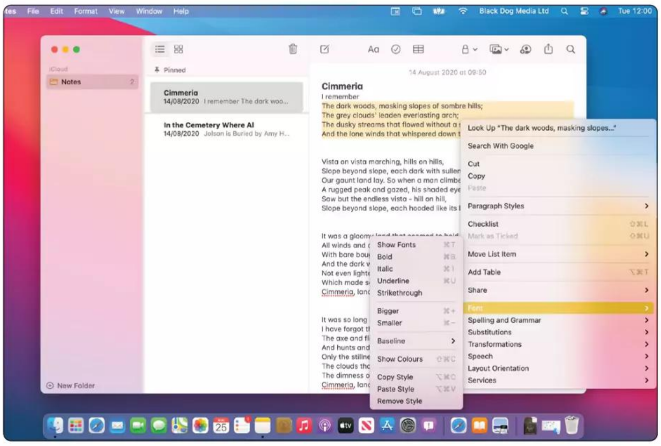
Cimmeria
I remember
The dark woods, masking slopes of sombre hills;
The grey clouds' leaden everlasting arch;
The dusky streams that flowed without a sound,
And the lone winds that whispered down the passes.

Vista on vista marching, hills on hills,
Slope beyond slope, each dark with sullen trees,
Our gaunt land lay. So when a man climbed up
A rugged peak and gazed, his shaded eye
Saw but the endless vista - hill on hill,
Slope beyond slope, each hooded like its brothers.

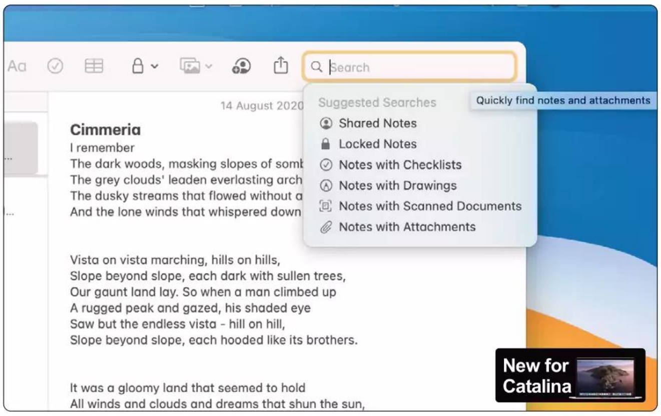
It was a gloomy land that seemed to hold
All winds and clouds and dreams that shun the sun,
With bare boughs rattling in the lonesome winds,
And the dark woodlands brooding over all,
Not even lightened by the rare dim sun
Which made squat shadows out of men; they called it
Cimmeria, land of Darkness and deep Night.

It was so long ago and far away
I have forgot the very name men called me.
The axe and flint-tipped spear are like a dream,
And hunts and wars are shadows. I recall
Only the stillness of that sombre land;
The clouds that piled forever on the hills,
The dimness of the everlasting woods.
Cimmeria, land of Darkness and the Night.

1 To create a new note, first of all, click on the pen-and-paper symbol found in the toolbar at the top of the Notes window. A new blank note appears. Start typing your note. The first line of a new note is used as its title in the notes list, so bear this in mind.


Black Dog Media Ltd
Tue 12:00
Look Up "The dark woods, masking slopes..."
Search With Google
Cut
Copy
Paste
Paragraph Styles
Checklist
Mark as Ticked
Move List Item
Add Table
Share
Font
Spelling and Grammar
Substitutions
Transformations
Speech
Layout Orientation
Services
Show Fonts
Bold
Italic
Underline
Strikethrough
Bigger
Smaller
Baseline
Show Colours
Copy Style
Paste Style
Remove Style

2 Your notes are listed in the left-hand pane. Click on a note to open it. To change the font or use bold, underline or italicise, select the text and right-click or CTRL-click for a menu; these options are found under Font. To attach an image, simply drag it onto the note.


Search
Suggested Searches
Quickly find notes and attachments
Shared Notes
Locked Notes
Notes with Checklists
Notes with Drawings
Notes with Scanned Documents
Notes with Attachments
New for Catalina

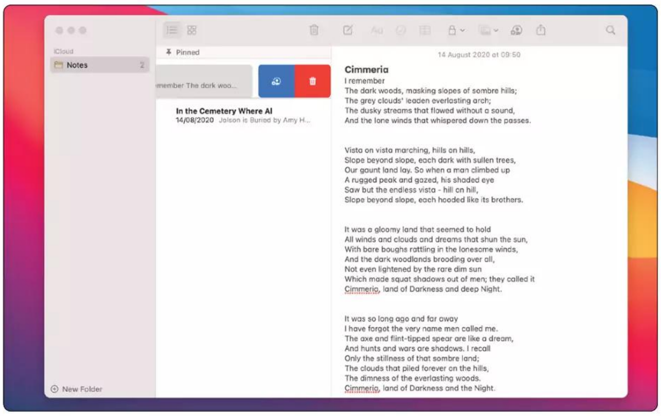
14 August 2020

Cimmeria
I remember
The dark woods, masking slopes of somb
The grey clouds' leaden everlasting arch
The dusky streams that flowed without a
And the lone winds that whispered down

Vista on vista marching, hills on hills,
Slope beyond slope, each dark with sullen trees,
Our gaunt land lay. So when a man climbed up
A rugged peak and gazed, his shaded eye
Saw but the endless vista - hill on hill,
Slope beyond slope, each hooded like its brothers.

It was a gloomy land that seemed to hold
All winds and clouds and dreams that shun the sun,

3 To search notes, use the search icon (the magnifying glass) in the top right. Searches cover all your notes, not just the titles. Searches are more powerful in Big Sur and can recognise objects and scenes in attached images. When you click on the search field, you get a window that helps you focus your search.


iCloud
Notes 2
Pinned
New Folder

emember The dark woo...

In the Cemetery Where Al 14/08/2020 Jolson is Buried by Amy H...

14 August 2020 at 09:50

Cimmeria
I remember
The dark woods, masking slopes of sombre hills;
The grey clouds' leaden everlasting arch;
The dusky streams that flowed without a sound,
And the lone winds that whispered down the passes.

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Saw but the endless vista - hill on hill,
Slope beyond slope, each hooded like its brothers.

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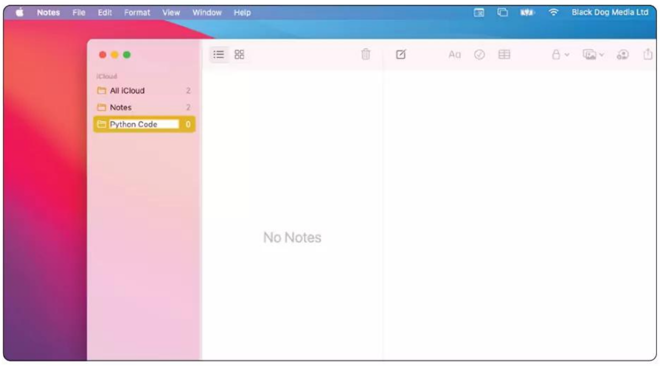
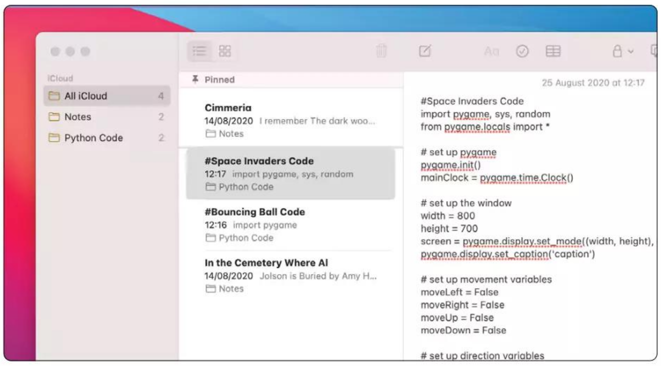
All winds and clouds and dreams that shun the sun,
With bare boughs rattling in the lonesome winds,
And the dark woodlands brooding over all,
Not even lightened by the rare dim sun
Which made squat shadows out of men; they called it
Cimmeria, land of Darkness and deep Night.

It was so long ago and far away
I have forgot the very name men called me.
The axe and flint-tipped spear are like a dream,
And hunts and wars are shadows. I recall
Only the stillness of that sombre land;
The clouds that piled forever on the hills,
The dimness of the everlasting woods.
Cimmeria, land of Darkness and the Night.

4 To delete a note, open it and use the Delete option in the Edit menu, the dustbin button in the toolbar or swipe it left and click the dustbin. Deleted notes are kept in the Recently Deleted folder for 30 days. To email a note or share it in Messages, click on the Share button.

Using Folders

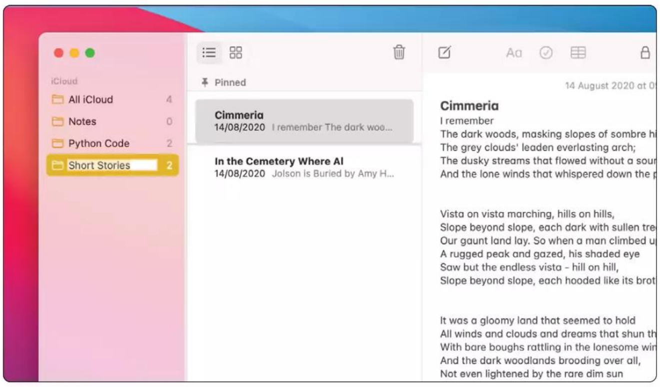

Notes
File
Edit
Format
View
Window
Help
Black Dog Media Ltd
iCloud
All iCloud 2
Notes 2
Python Code 0
No Notes


iCloud
All iCloud 4
Notes 2
Python Code 2
Pinned
Cimmeria
14/08/2020 I remember The dark woo...
Notes
#Space Invaders Code
12:17 import pygame, sys, random
Python Code
#Bouncing Ball Code
12:16 import pygame
Python Code
In the Cemetery Where Al
14/08/2020 Jolson is Buried by Amy H...
Notes
25 August 2020 at 12:17

```
#Space Invaders Code
import pygame, sys, random
from pygame.locals import *

# set up pygame
pygame.init()
mainClock = pygame.time.Clock()

# set up the window
width = 800
height = 700
screen = pygame.display.set_mode((width, height),
pygame.display.set_caption('caption')

# set up movement variables
moveLeft = False
moveRight = False
moveUp = False
moveDown = False

# set up direction variables
```

1 There are several ways to create a new folder in your sidebar. Press CMD-N, use the New Folder in the File menu or press the New Folder link in the bottom left corner. Notes created in the iCloud section are stored on your iCloud and can be synced with other Apple devices.

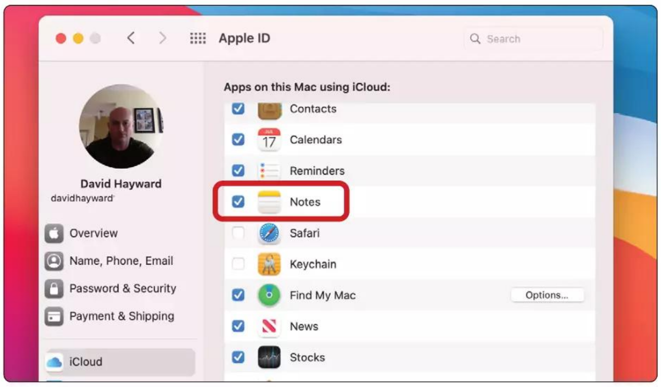
2 Highlight a folder by clicking on it to view all the notes in that folder. Alternatively, click on the All option at the top of each category to list every note stored on your Mac or your iCloud account or if applicable, those created using another compatible service like Google Drive.


iCloud
All iCloud 4
Notes 0
Python Code 2
Short Stories 2
Pinned
Cimmeria
14/08/2020 I remember The dark woo...
In the Cemetery Where Al
14/08/2020 Jolson is Buried by Amy H...
14 August 2020 at 0

Cimmeria
I remember
The dark woods, masking slopes of sombre hi
The grey clouds' leaden everlasting arch;
The dusky streams that flowed without a sour
And the lone winds that whispered down the p

Vista on vista marching, hills on hills,
Slope beyond slope, each dark with sullen tre
Our gaunt land lay. So when a man climbed u
A rugged peak and gazed, his shaded eye
Saw but the endless vista - hill on hill,
Slope beyond slope, each hooded like its brot

It was a gloomy land that seemed to hold
All winds and clouds and dreams that shun th
With bare boughs rattling in the lonesome wi
And the dark woodlands brooding over all,
Not even lightened by the rare dim sun

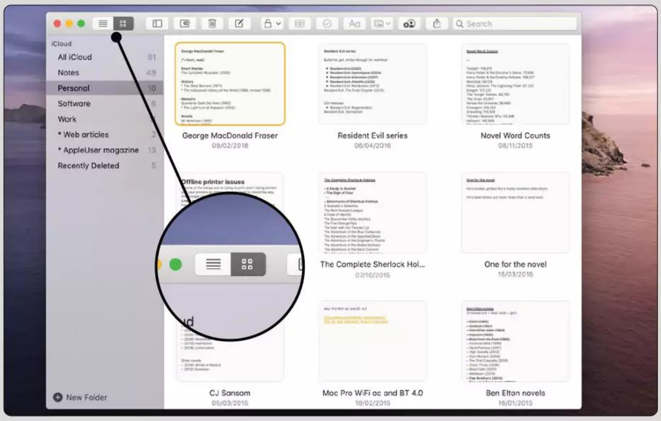

Apple ID
Search
David Hayward
davidhayward
Overview
Name, Phone, Email
Password & Security
Payment & Shipping
iCloud
Options...

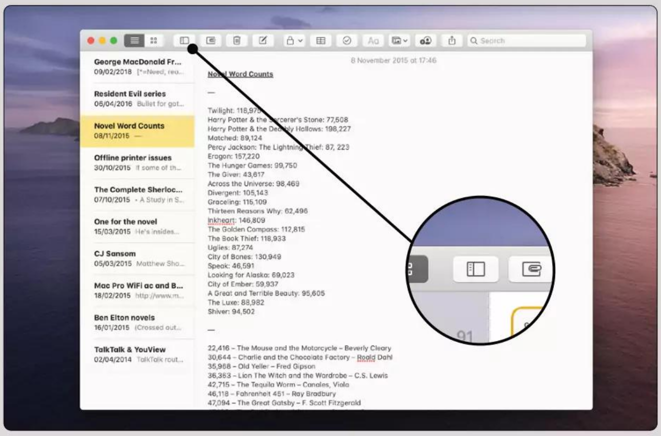
Apps on this Mac using iCloud:
☑ Contacts
☑ Calendars
☑ Reminders
☑ Notes
☐ Safari
☐ Keychain
☑ Find My Mac
☑ News
☑ Stocks

3 Edit the name of an existing folder by clicking on it to highlight it, then clicking again to turn it into a text field as shown. You can then type in your new name. A folder can be called anything you like and is a great way of organising your notes into groups such as Work, School and more.

4 If you're syncing your notes with iCloud, they sync with other Macs and iOS devices logged into the same iCloud account. In System Preferences, click on Apple ID > iCloud and then make sure Notes is ticked. This is useful if you use an iPhone, as the note is always in your pocket.

Gallery View and Sidebar.


Search
iCloud
All iCloud 91
Notes 49
Personal 10
Software 6
Work
Web articles 2
AppleUser magazine 13
Recently Deleted 5
New Folder
George MacDonald Fraser
09/02/2018
Resident Evil series
06/04/2016
Novel Word Counts
08/11/2015
Offline printer issues
The Complete Sherlock Hol...
07/10/2015
One for the novel
15/03/2015
CJ Sansom
05/03/2015
Mac Pro WiFi ac and BT 4.0
18/02/2015
Ben Elton novels
16/01/2015


Search
George MacDonald Fr...
09/02/2018 [*=Need, rea...
Resident Evil series
06/04/2016 Bullet for got...
Novel Word Counts
08/11/2015 —
Offline printer issues
30/10/2015 If some of th...
The Complete Sherloc...
07/10/2015 - A Study in S...
One for the novel
15/03/2015 He's insides...
CJ Sansom
05/03/2015 Matthew Sho...
Mac Pro WiFi ac and B...
18/02/2015 http://www.m...
Ben Elton novels
16/01/2015 (Crossed out...
TalkTalk & YouView
02/04/2014 TalkTalk rout...
8 November 2015 at 17:46
91

Novel Word Counts

—

Twilight: 118,975
Harry Potter & the Sorcerer's Stone: 77,508
Harry Potter & the Deathly Hollows: 198,227
Matched: 89,124
Percy Jackson: The Lightning Thief: 87, 223
Eragon: 157,220
The Hunger Games: 99,750
The Giver: 43,617
Across the Universe: 98,469
Divergent: 105,143
Graceling: 115,109
Thirteen Reasons Why: 62,496
Inkheart: 146,809
The Golden Compass: 112,815
The Book Thief: 118,933
Uglies: 87,274
City of Bones: 130,949
Speak: 46,591
Looking for Alaska: 69,023
City of Ember: 59,937
A Great and Terrible Beauty: 95,605
The Luxe: 88,982
Shiver: 94,502

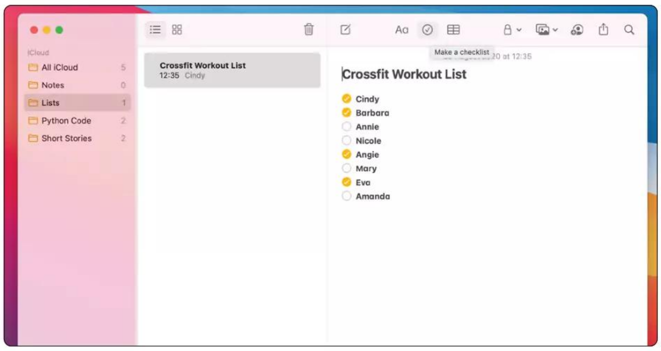
—

22,416 – The Mouse and the Motorcycle – Beverly Cleary
30,644 – Charlie and the Chocolate Factory – Roald Dahl
35,968 – Old Yeller – Fred Gipson
36,363 – Lion The Witch and the Wardrobe – C.S. Lewis
42,715 – The Tequila Worm – Canales, Viola
46,118 – Fahrenheit 451 – Ray Bradbury
47,094 – The Great Gatsby – F. Scott Fitzgerald

Notes gains a new Gallery View in macOS Catalina, which lets you view your notes as thumbnails instead of a list. Click on the Lines button, and the Square button next to the gumdrops, to switch between list and gallery views respectively.

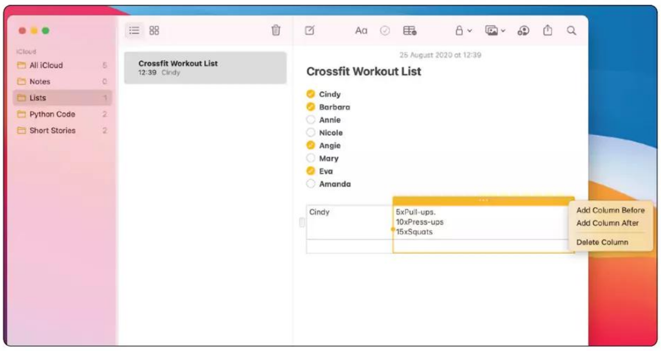
Click on the icon immediately to the right of the list and Gallery view icons to show and hide the sidebar. Most users will want the sidebar open, as it gives access to your folders, but if your screen space is tight and you need to review a big note, you can close it for a while.

Advanced Notes Features


iCloud
All iCloud
Notes
Lists
Python Code
Short Stories
Make a checklist
Crossfit Workout List
12:35 Cindy

Crossfit Workout List

- ● Cindy
- ● Barbara
- ○ Annie
- ○ Nicole
- ● Angie
- ○ Mary
- ● Eva
- ○ Amanda


iCloud
All iCloud
Notes
Lists
Python Code
Short Stories
Crossfit Workout List
12:39 Cindy
25 August 2020 at 12:39
Add Column Before
Add Column After
Delete Column

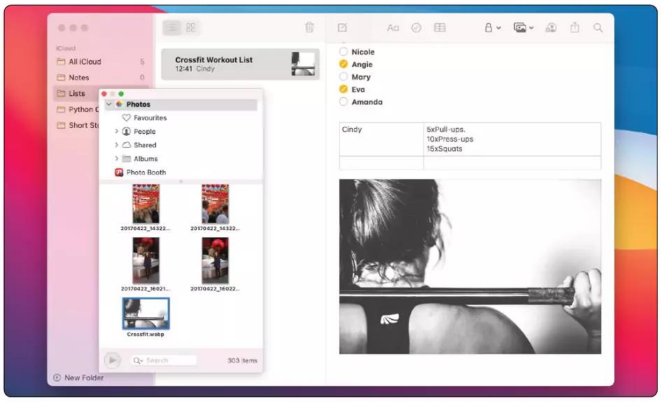
Crossfit Workout List

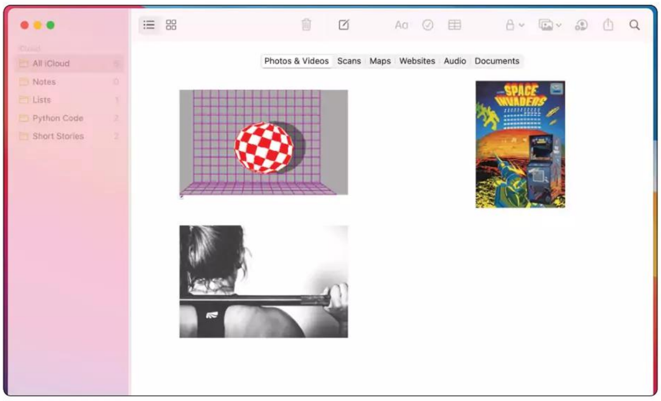
- ● Cindy
- ● Barbara
- ○ Annie
- ○ Nicole
- ● Angie
- ○ Mary
- ● Eva
- ○ Amanda

Cindy	5xPull-ups. 10xPress-ups 15xSquats

1 You can turn any list into a handy checklist. Highlight a list, then click on the Toolbar icon that shows a tick in a circle. Your list becomes a checklist. Click a circle to tick and untick it. In Big Sur, you can reorder lists by dragging items up and down it.

2 Click on the grid icon to the right of the lock for a table. You can type in each of the table's cells. Click on a row or column, then the small icon that appears and drag it to move. Click the chevron in a highlighted row or column to delete it or add another.

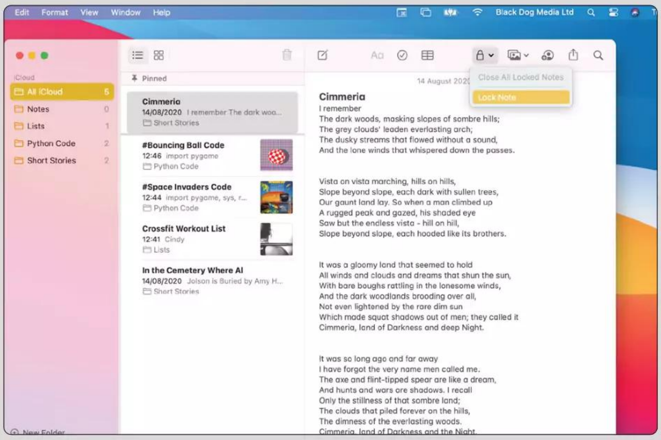

iCloud
All iCloud
Notes
Lists
Python Code
Short Stories
Crossfit Workout List
12:41 Cindy
Photos
Favourites
People
Shared
Albums
Photo Booth
Crossfit.webp
Search
303 items
New Folder


iCloud
All iCloud
Notes
Lists
Python Code
Short Stories
Photos & Videos
Scans
Maps
Websites
Audio
Documents

3 You can attach photographs to your Notes and for advanced users, there's a Photo Browser from which to select them. Choose Photo Browser from the Window menu in the top bar to open it and then drag photos from the browser into your notes.

4 There's also an Attachments Browser. Click on View > Show Attachments Browser. This will change the main Notes window view. Double-click on an attachment to open it or right-click to go to its respective note.

Password-protect a Note.

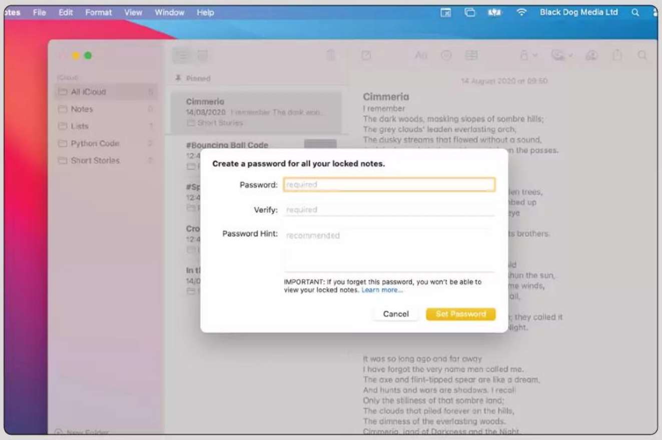

Edit
Format
View
Window
Help
Black Dog Media Ltd
iCloud
All iCloud
Notes
Lists
Python Code
Short Stories
Pinned
Cimmeria
14/08/2020 I remember The dark woo...
Short Stories
#Bouncing Ball Code
12:46 import pygame
Python Code
#Space Invaders Code
12:44 import pygame, sys, r...
Python Code
Crossfit Workout List
12:41 Cindy
Lists
In the Cemetery Where Al
14/08/2020 Jolson is Buried by Amy H...
Short Stories
New Folder
14 August 2020
Close All Locked Notes
Lock Note

Cimmeria
I remember
The dark woods, masking slopes of sombre hills;
The grey clouds' leaden everlasting arch;
The dusky streams that flowed without a sound,
And the lone winds that whispered down the passes.

Vista on vista marching, hills on hills,
Slope beyond slope, each dark with sullen trees,
Our gaunt land lay. So when a man climbed up
A rugged peak and gazed, his shaded eye
Saw but the endless vista - hill on hill,
Slope beyond slope, each hooded like its brothers.

It was a gloomy land that seemed to hold
All winds and clouds and dreams that shun the sun,
With bare boughs rattling in the lonesome winds,
And the dark woodlands brooding over all,
Not even lightened by the rare dim sun
Which made squat shadows out of men; they called it
Cimmeria, land of Darkness and deep Night.

It was so long ago and far away
I have forgot the very name men called me.
The axe and flint-tipped spear are like a dream,
And hunts and wars are shadows. I recall
Only the stillness of that sombre land;
The clouds that piled forever on the hills,
The dimness of the everlasting woods.
Cimmeria, land of Darkness and the Night.


File
Edit
Format
View
Window
Help
Black Dog Media Ltd
Password:
Verify:
Password Hint:
Cancel
Set Password

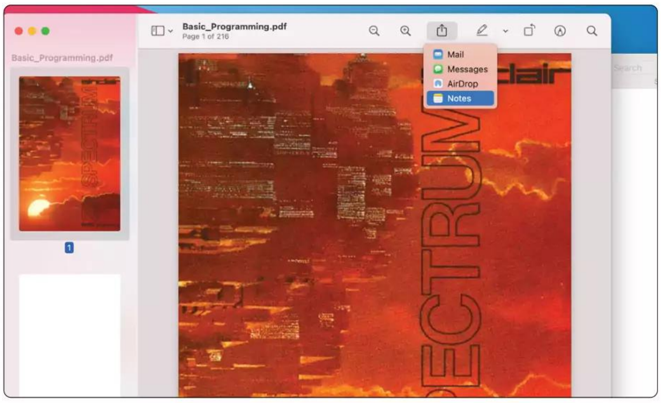
Create a password for all your locked notes.

Password: required
Verify: required
Password Hint: recommended

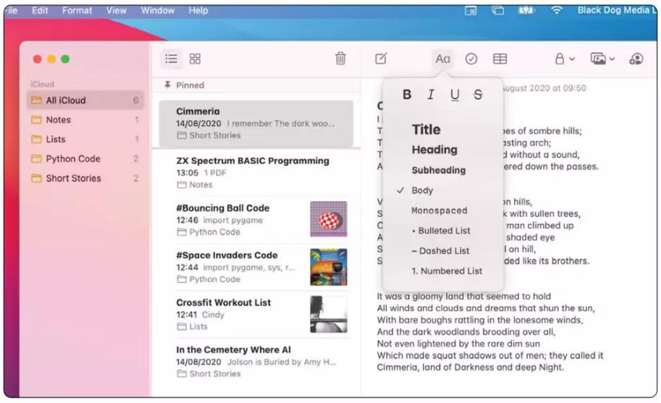
IMPORTANT: If you forget this password, you won't be able to view your locked notes. Learn more...

If you make a private note you don't want others to read, you can lock it with a password. If you're syncing that note using iCloud, it's locked on your other devices too. First, open the note, click the Lock icon and select Lock Note.

You're asked to set up a Notes password or type it if you already have one. The note is locked. A lock icon appears next to its name and it can only be opened with the password. You can remove a lock using the Lock button in the toolbar.

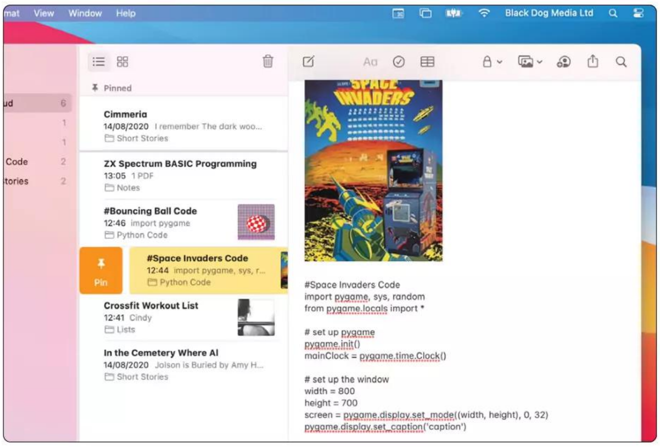

Basic_Programming.pdf
Page 1 of 216
Mail
Messages
AirDrop
Notes

5 To attach documents, web sites, emails and other such data to a note, click on the Share icon in the app in question and select Notes. You can add it to an existing note or start a new one. Audio and video can be played within the note and PDFs opened and reviewed.


B I U S
Title
Heading
Subheading
✓ Body
Monospaced
• Bulleted List
– Dashed List
1. Numbered List

It was a gloomy land that seemed to hold
All winds and clouds and dreams that shun the sun,
With bare boughs rattling in the lonesome winds,
And the dark woodlands brooding over all,
Not even lightened by the rare dim sun
Which made squat shadows out of men; they called it
Cimmeria, land of Darkness and deep Night.

6 To format a piece of text, highlight it then press the Aa icon. In the pop-up window, you can turn a piece of text into a heading or title, make a numbered list and more. You can also highlight a word or phrase and use CMD-I, B or U to make it Italic, Bold or Underlined respectively.

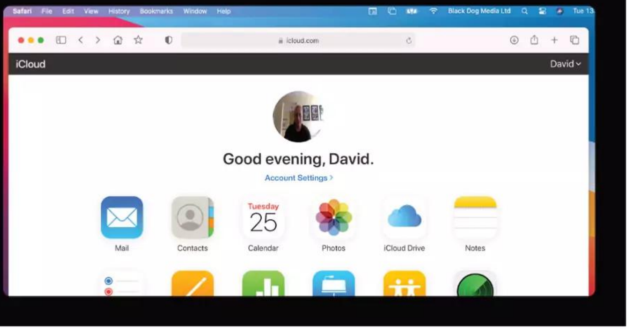

Pinned
Cimmeria
ZX Spectrum BASIC Programming
#Bouncing Ball Code
#Space Invaders Code
Pin
Crossfit Workout List
In the Cemetery Where Al

```
#Space Invaders Code
import pygame, sys, random
from pygame.locals import *

# set up pygame
pygame.init()
mainClock = pygame.time.Clock()

# set up the window
width = 800
height = 700
screen = pygame.display.set_mode((width, height), 0, 32)
pygame.display.set_caption('caption')
```

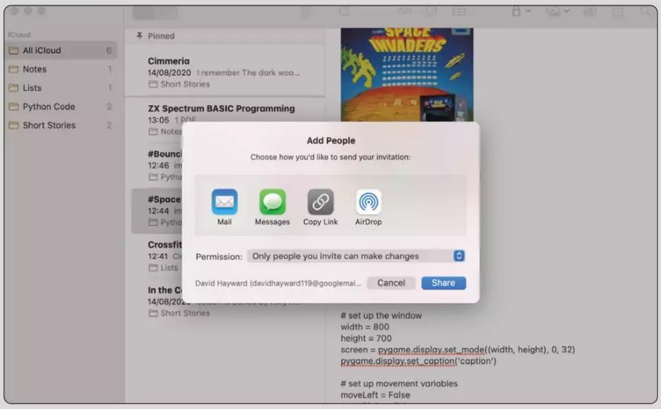
7 You can pin a note, so it always appears at the top of your list, regardless of how that list is sorted. To do this, swipe the note right and click the Pin icon. To unpin a note, repeat this step. You can pin as many notes this way as you like.

Notes Online.

You can review your iCloud notes from any computer or mobile device with Internet access and a web browser. Just go to www.icloud.com and sign in with your Apple ID, then click on the Notes option. All your iCloud-synced notes are there.

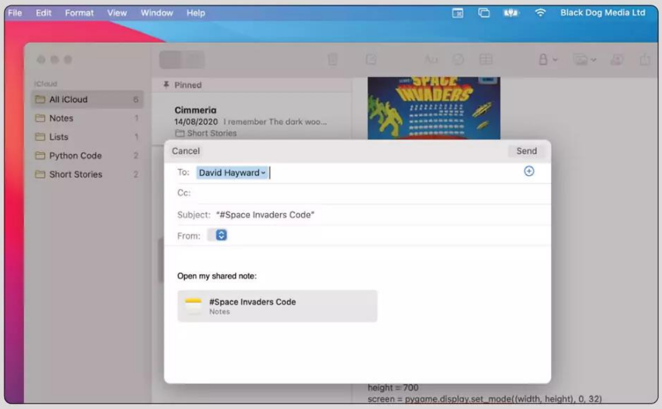

iCloud
David
Good evening, David.
Account Settings
Mail
Contacts
Calendar
Photos
iCloud Drive
Notes

Collaborative Notes and Folders.


Add People
Choose how you'd like to send your invitation:
Mail
Messages
Copy Link
AirDrop
Cancel
Share

Permission: Only people you invite can make changes

David Hayward (davidhayward119@googlemai...


Cancel
Send
Open my shared note:
#Space Invaders Code
Notes

To: David Hayward

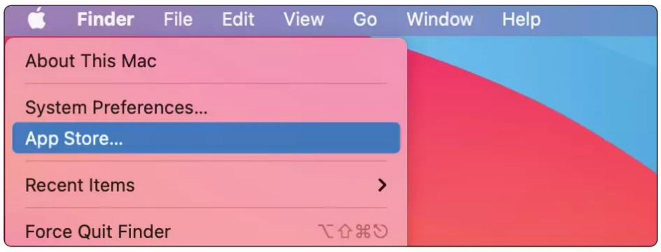
Subject: "#Space Invaders Code"

Collaborative Notes are shared, and can be edited by more than one person. In Catalina, you can also make a folder collaborative, and share giving read-only rights too. Open a note, or highlight a folder, and click the button with a head and a plus sign on it. Select the note or folder you want to share.

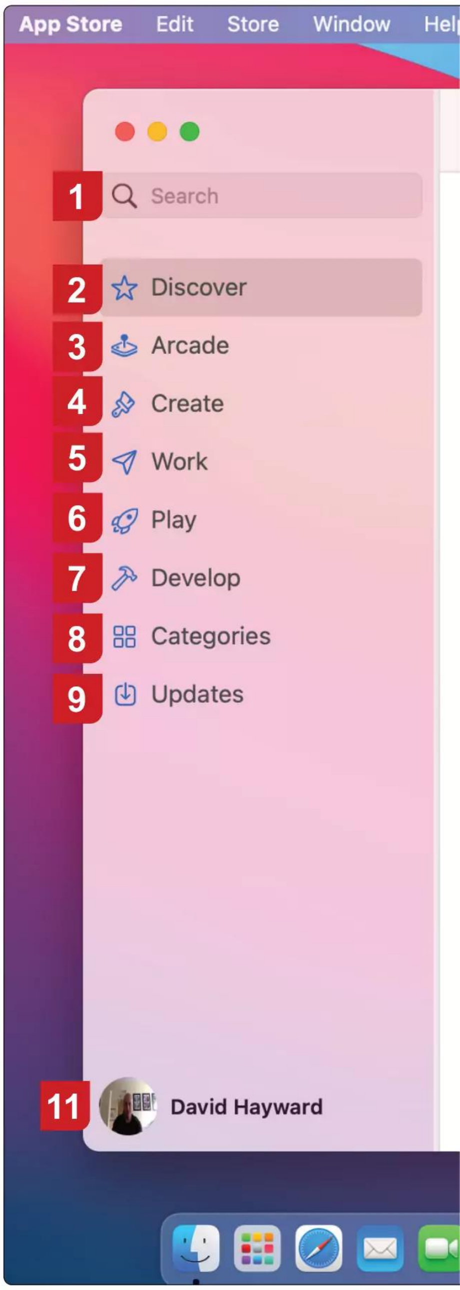
Choose how you want to send the invite, then use the pull-down menu marked Permission to set whether the people with whom you share the note can edit or only view the note or folder. Click Share, then, enter their details and they're sent an invitation. When they accept, they share the note or folder.

App Store
Buy More Software

The App Store is the best place to download applications for your Mac. It's quick and secure, and has an easy-to-use interface so you can find all those obscure apps and utilities you've been wondering about. There's some great software out there to discover, purchase and download in the App Store.



To open the App Store, click the Apple menu and select App Store. Alternatively, you can use the Big Sur Launchpad or the App Store icon found in the Dock.



1. **Search Bar:** If you know the name of the application you're looking for, type it here to go straight to it. Suggestions are offered as you type, so click on one to select it. You can search for developers here too.

2. **Discover:** This is the App Store's main page, where you can see Apple's picks of the best and most essential apps for your Mac.

3. **Arcade:** For a monthly fee, Apple's new, all-you-can-eat gaming subscription service lets you play as many games as you want, for as long as you want.

4. **Create:** Click here to look for apps designed for creativity, such as image editing, music making, photography, desktop publishing and more.

5. **Work:** Here you find the App Store's productivity apps, such as note taking apps, software for getting things done, apps to organise your life and more.

6. **Play:** Unsurprisingly, this section is for video games. The number and quality of games on the Mac has increased dramatically over the last few years, and this is where you get them.

7. **Develop:** Ever wanted to write your own software? This section is where they list the apps for developers, including art and drawing tools as well as coding.

8. **Categories:** Click on this page for a list of genres such as Business, Entertainment, Finance, Music and more. It's another easy way to navigate the App Store.

9. **Updates:** If any apps on your Mac have been updated, this page is badged in the sidebar, as it is here. Click on this page to update these apps and see the ones that have been recently updated.

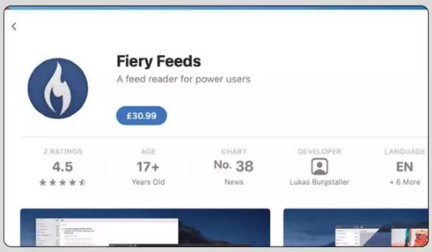
10. **Featured Apps:** Featured apps, chosen by Apple's editors, are shown at the top of each of the pages listed in the sidebar. Here we're showing the Discover page.

11. **Your account details:** Click here to see a list of apps you've already purchased and download those that aren't on your Mac by clicking the cloud symbol next to the app.

12. Underneath the featured apps are lists showing the top paid-for, top free and editor's choice apps in the category in question. Click See All for the full list.

Install Applications.

When you've found an application on the App Store that you want to install, click on its icon to open the details page. To install the app, simply click the price button under the app's title, followed by the Install button that replaces it, then input your Apple ID.

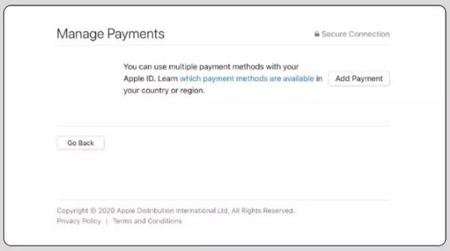


Fiery Feeds
A feed reader for power users
£30.99

2 RATINGS	AGE	CHART	DEVELOPER	LANGUAGE
4.5 ★★★★☆	17+ Years Old	No. 38 News	Lukas Burgstaller	EN + 6 More

Redeem/Add Funds.

In the App Store, if you scroll all the way to the bottom of the page, you see two buttons: Redeem and Add Funds to Apple ID. The Redeem button is for adding the value of an iTunes gift card to your account. Add Funds to Apple ID lets you pay money in by other means.



Manage Payments
Secure Connection

You can use multiple payment methods with your Apple ID. Learn which payment methods are available in your country or region.

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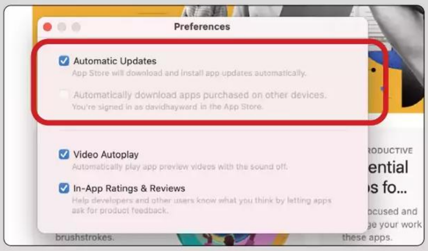
Privacy Policy | Terms and Conditions

Auto App Updates.

You can update your apps in the background, removing the need to check for app updates manually. To activate this very useful addition, open the App Store preferences from the App Store menu and ensure that the Automatic Updates option is selected.



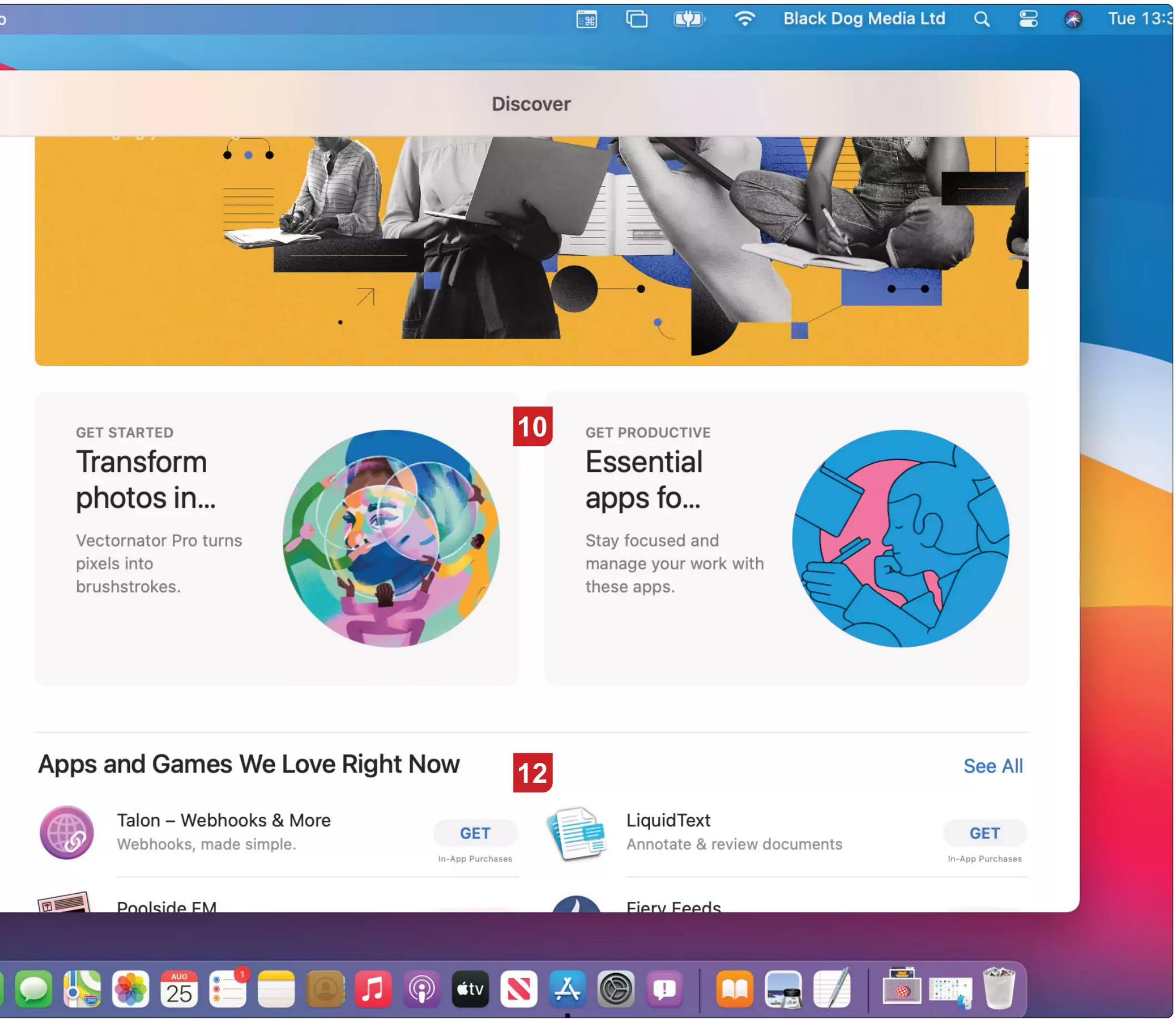
Preferences

☑ Automatic Updates
App Store will download and install app updates automatically.

☐ Automatically download apps purchased on other devices.
You're signed in as davidhayward in the App Store.

☑ Video Autoplay
Automatically play app preview videos with the sound off.

☑ In-App Ratings & Reviews
Help developers and other users know what you think by letting apps ask for product feedback.



GET STARTED
Transform photos in...
Vectornator Pro turns pixels into brushstrokes.

GET PRODUCTIVE
Essential apps fo...
Stay focused and manage your work with these apps.

Apps and Games We Love Right Now
See All

Talon – Webhooks & More	Webhooks, made simple.	GET In-App Purchases
LiquidText	Annotate & review documents	GET In-App Purchases
Poolside FM		
Fiery Feeds		

Messages
File
Edit

Advanced Big Sur Tips & Tricks

Of course, to get the most from your Mac and its operating system you'll need to dive into some of its advanced features. The tips, tricks and tutorials in this section will unlock a wealth of knowledge that will take your Big Sur experience to even greater heights.

From using a Multi-use Touch Bar through to getting your hands dirty in the iCloud; get ready to master your Mac.

Learn more >

View
Buddies
Window
Help
Search
Mon Jun 22
MacBook Pro
iMessage

Velosa Studio
Ok, cool. Let me know if something comes up, I... 9:41 AM

Lauren Winslow 👍 9:30 AM

Janelle Gee
Have you been cooking? Yesterday

Kevin Smeds
You can count on me! Yesterday

Ivy Calhoun
Thanks for all your help today! Really appreciate it. Saturday

Neighborhood
Would love to join! Saturday

Family
Be home Monday morning. Love you all! Friday

Simon Pickford
That's so cool. Friday

Kristen Kelez
That's interesting. Thanks for sharing. Friday

Herman
Secret about box. Thursday

To: Velosa Studio

Simon Pickford
Seriously, you're the bes
Not like we're ever surpr amazing things you're ab up with, but bravo...

Always r

Amber Spiers
Anyway, will have that in just in time for the mont

Simon Pickford
Ok, sounds great!

Sou

Simon Pickford
Great, just need to move a little bit.

Ok, cool. Let me know if something comes up, I can try to formulate a plan to keep things on track.

To: Lauren Winslow

Loving the look and feel of this hero shot, very moving.

Do you think we can use it for the promo campaign?

Wow! Yeah, that's a great idea.

I'll share it with the team.

👍 Delivered

Multi-use Touch Bar
On a MacBook Pro

The Touch Bar is an OLED touchscreen that replaces the function keys on the newer models of MacBook Pro. What it does depends on what you're currently doing on your Mac; if you're using Messages, for example, it might offer emoticons to tap and use. If you're using iTunes, it offers music controls.

The Touch Bar Explained

1 **App-specific:** What the Touch Bar shows depends on the app you're currently using. Here it's used with a video app but it can be configured for other software too.

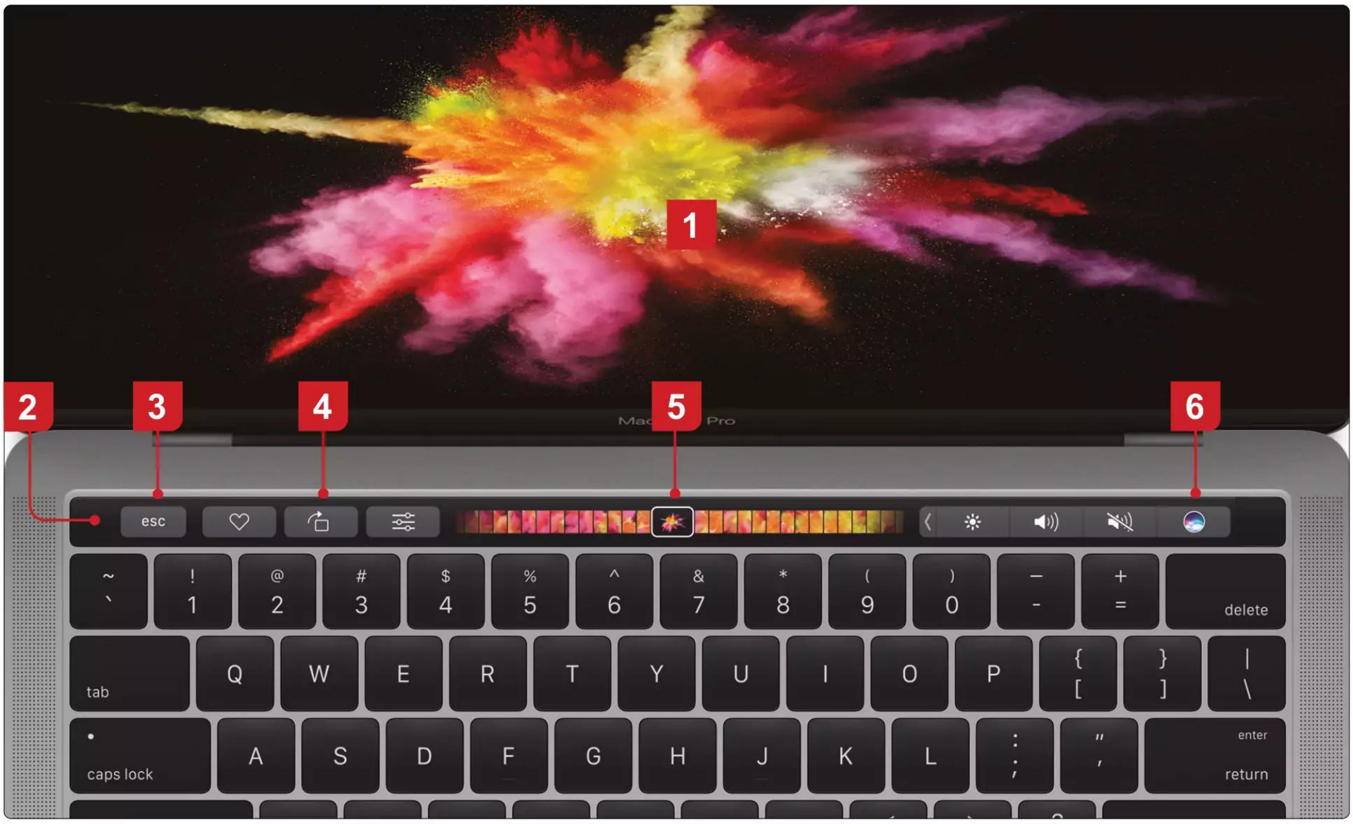
2 **The Touch Bar:** The Touch Bar runs along the top of the keyboard, where the function keys used to be. What it displays depends on what app you're using.

3 **Regular Buttons:** As you can see, regular buttons like the Escape key and media controls can be replicated on the Touch Bar and placed where their function keys were.

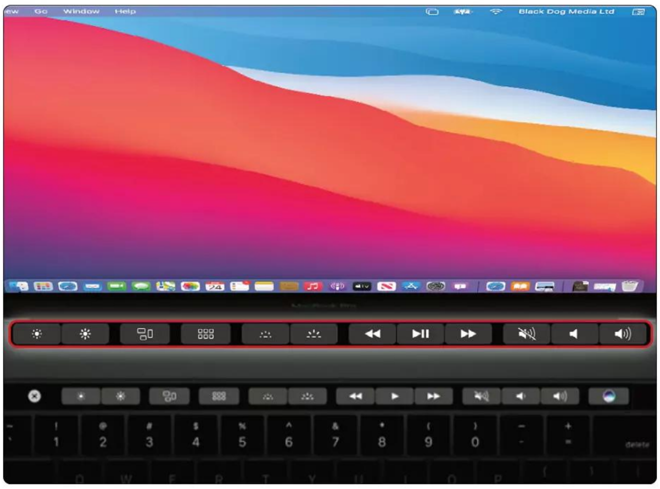
4 **App-related Buttons:** Because the OLED Touch Bar is in itself a mini screen, it can also display buttons that are specific to the app that you're currently using.

5 **Slider Bar:** The versatility of the Touch Bar means you can use it as a slider, should the app allow. Here we can scroll forwards and backwards through a video.

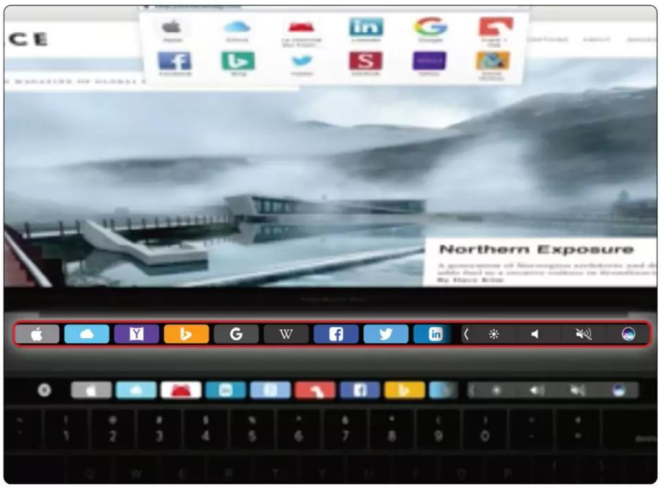
6 **Siri Button:** Here we see the Siri button, for activating Apple's digital assistant. Should the need arise, this part of the Touch Bar can also be used for Touch ID.



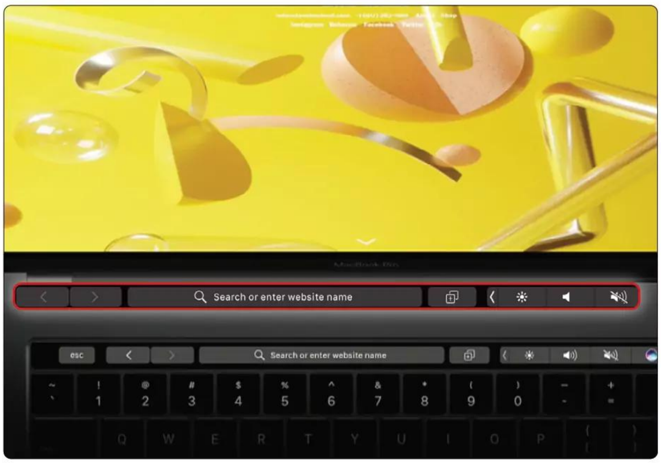
Touch Bar Behaviour



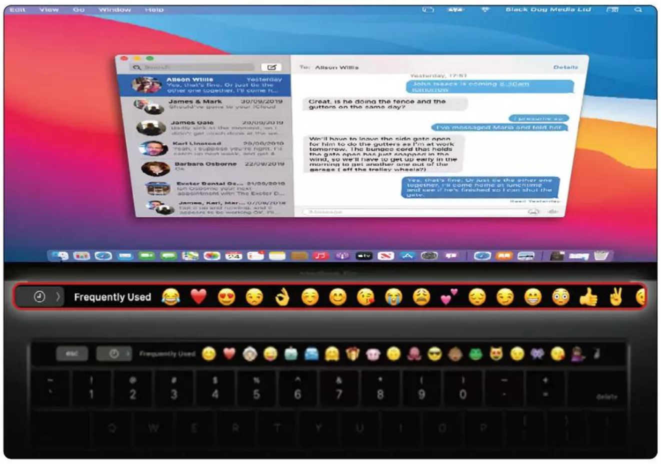
System Functions: When in the Finder, the Touch Bar shows the regular function keys we're already used to, such as media controls and keyboard brightness.



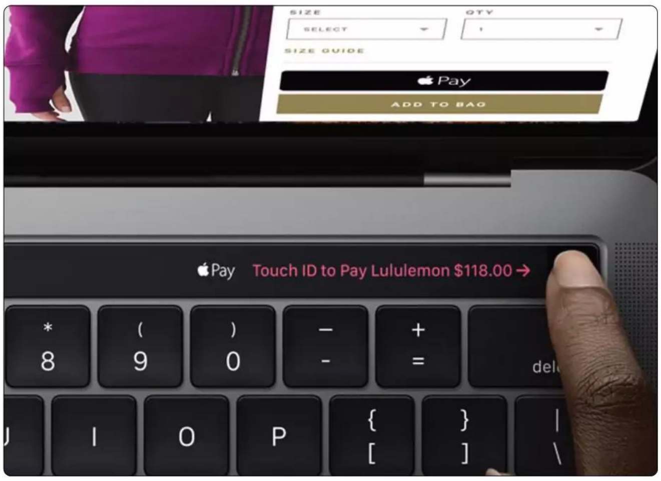
Safari Touch Bar: When you open Safari, the Touch Bar gives you buttons for your favourite websites. Slide along it to scroll for even more website buttons.


Search or enter website name

Website Touch Bar: When you're using a website, the Touch Bar gives you back buttons, a search field and more. The perfect tools for the job you're currently doing.


Frequently Used

Messages Touch Bar: Switch to Messages and your most recently used emoticons will all be within easy reach, right there on the MacBook Pro's Touch Bar.


SIZE
QTY
SELECT
SIZE GUIDE
Pay
ADD TO BAG
Pay
Touch ID to Pay Lululemon $118.00 →

Touch ID: On the extreme right of the Touch Bar is a fingerprint scanner. This can read your fingerprint to unlock your Mac, or for the Apple Pay payments service.

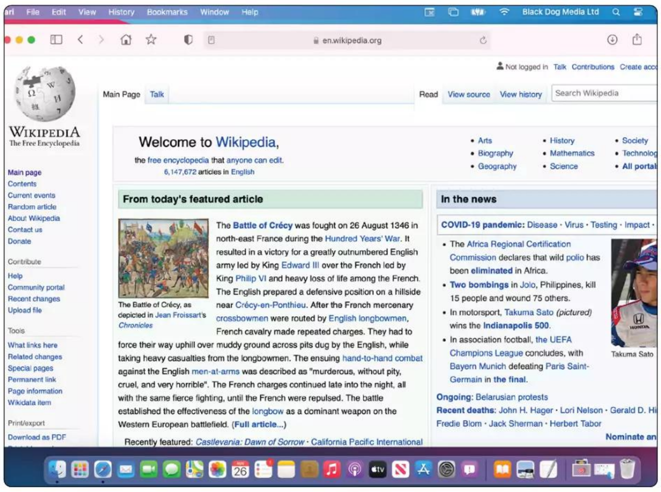
Finding the Function Keys.

If you find you need the function keys, as found on other Mac and MacBook keyboards, press the fn key (bottom left) and they appear.

MacBook Pro

Split View Screens macOS Multitasking

Split View Screens is a feature of macOS that allows you to view two applications in full-screen mode on a single display. It enables efficient workflow and is superb for researching something in Safari, while using the Notes app or reading about a venue and looking it up via Maps.


ari File Edit View History Bookmarks Window Help
Black Dog Media Ltd
en.wikipedia.org
Not logged in Talk Contributions Create acc
Main Page Talk
Read View source View history
Search Wikipedia
WIKIPEDIA
The Free Encyclopedia
Main page
Contents
Current events
Random article
About Wikipedia
Contact us
Donate
Contribute
Help
Community portal
Recent changes
Upload file
Tools
What links here
Related changes
Special pages
Permanent link
Page information
Wikidata item
Print/export
Download as PDF
Arts
Biography
Geography
History
Mathematics
Science
Society
Technolog
All portal
Takuma Sato

Welcome to Wikipedia,

the free encyclopedia that anyone can edit.

6,147,672 articles in English

From today's featured article

The Battle of Crécy, as depicted in Jean Froissart's *Chronicles*

The **Battle of Crécy** was fought on 26 August 1346 in north-east France during the Hundred Years' War. It resulted in a victory for a greatly outnumbered English army led by King Edward III over the French led by King Philip VI and heavy loss of life among the French. The English prepared a defensive position on a hillside near Crécy-en-Ponthieu. After the French mercenary crossbowmen were routed by English longbowmen, French cavalry made repeated charges. They had to force their way uphill over muddy ground across pits dug by the English, while taking heavy casualties from the longbowmen. The ensuing hand-to-hand combat against the English men-at-arms was described as "murderous, without pity, cruel, and very horrible". The French charges continued late into the night, all with the same fierce fighting, until the French were repulsed. The battle established the effectiveness of the longbow as a dominant weapon on the Western European battlefield. (**Full article...**)

Recently featured: *Castlevania: Dawn of Sorrow* · California Pacific International

In the news

COVID-19 pandemic: Disease · Virus · Testing · Impact ·

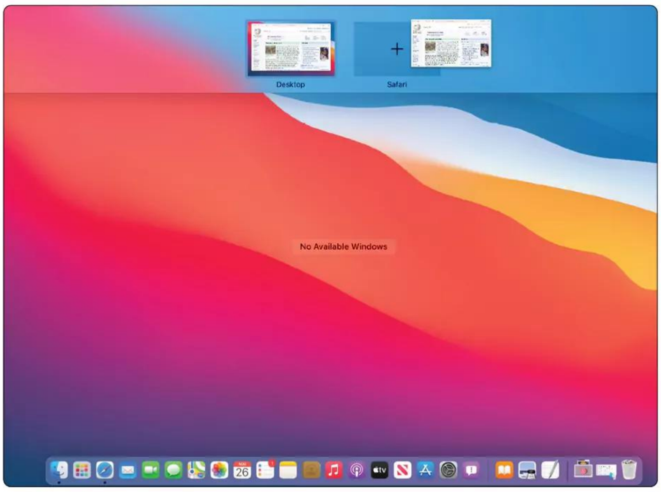
- The Africa Regional Certification Commission declares that wild polio has been **eliminated** in Africa.
- **Two bombings** in Jolo, Philippines, kill 15 people and wound 75 others.
- In motorsport, Takuma Sato *(pictured)* wins the **Indianapolis 500**.
- In association football, the UEFA Champions League concludes, with Bayern Munich defeating Paris Saint-Germain in **the final**.

Ongoing: Belarusian protests

Recent deaths: John H. Hager · Lori Nelson · Gerald D. Hi

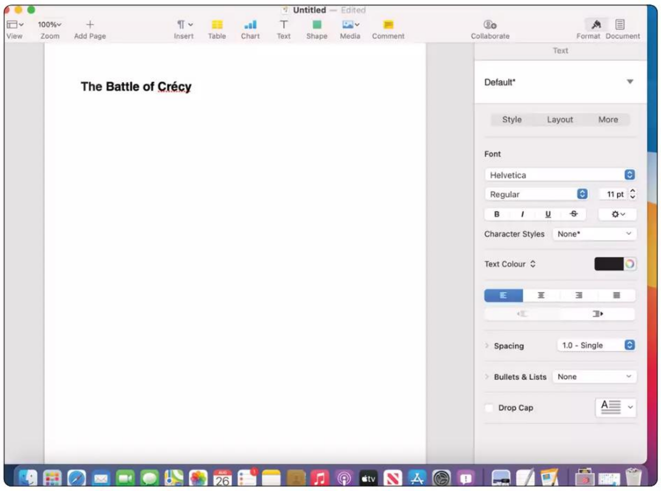
Fredie Blom · Jack Sherman · Herbert Tabor

Nominate an


Desktop
Safari
No Available Windows

1 To use Split View mode, first open an app you want to use as a split-screen app. Here we've chosen Safari but any app that's compatible will do. Just open the app window; there's no need to open it as a full screen.

2 Click on the window's top bar and drag it upwards, onto the menu bar. A strip appears, offering the current desktop image and a receptacle for the app you're dragging. Drop the window onto the plus sign to make it a full screen app.


Untitled — Edited
View
Zoom
Add Page
Insert
Table
Chart
Text
Shape
Media
Comment
Collaborate
Format
Document
Text
Style
Layout
More
B
I
U
S

The Battle of Crécy

Default*

Font: Helvetica, Regular, 11 pt

Character Styles: None*

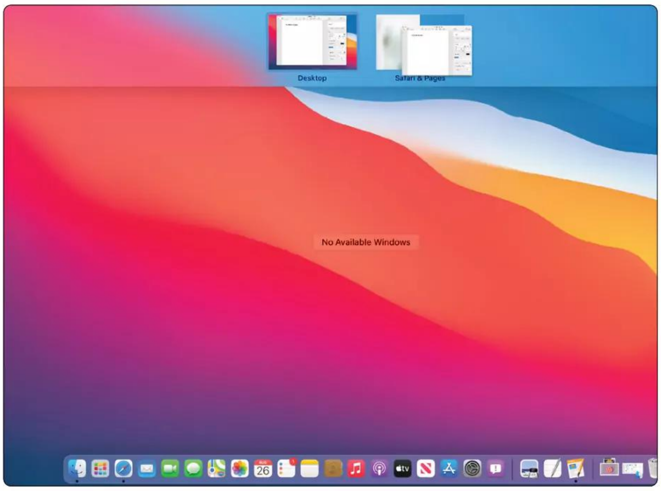
Text Colour

Spacing: 1.0 - Single

Bullets & Lists: None

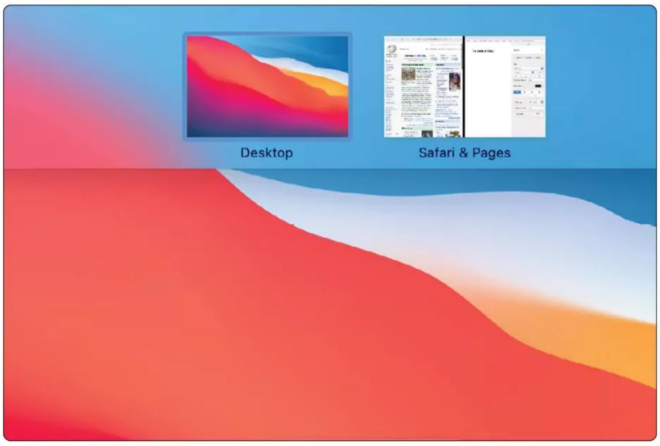
Drop Cap

100%

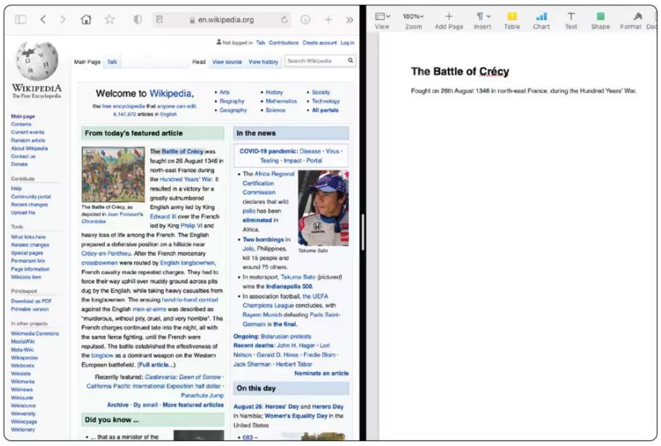

Desktop
Safari & Pages
No Available Windows

3 Go back to the desktop and open the second app you wish to use as a full-screen app in Split View mode. Here we're using Apple's own Pages word processor app, though once again, you can use almost any app on your Mac.

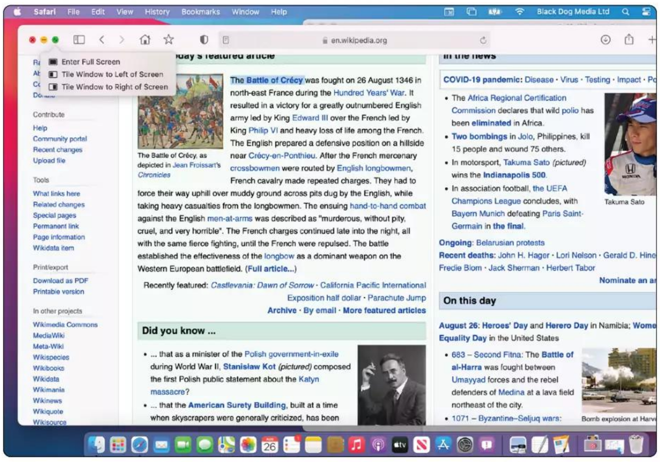
4 Drag the window for this second app upwards, onto the menu bar, as you did with the first one. The strip appears again. Drop the second app onto the desktop you created earlier showing the first app, which is represented by an icon on this strip.


Desktop
Safari & Pages

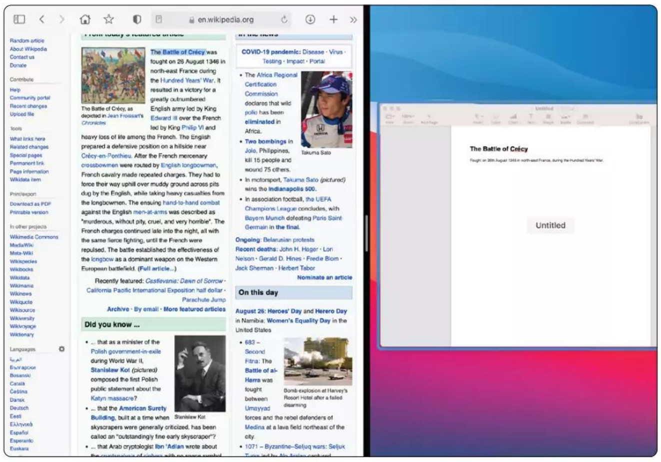
5 The two apps now offer a combined icon, which you can see here, labelled 'Safari & TextEdit'. This is a single desktop, in which both those apps are running, in split view. To open them, click on the icon in the usual way.


en.wikipedia.org
Wikipedia
Welcome to Wikipedia,
From today's featured article
In the news
On this day
Did you know ...
The Battle of Crécy
Fought on 26th August 1346 in north-east France, during the Hundred Years' War.

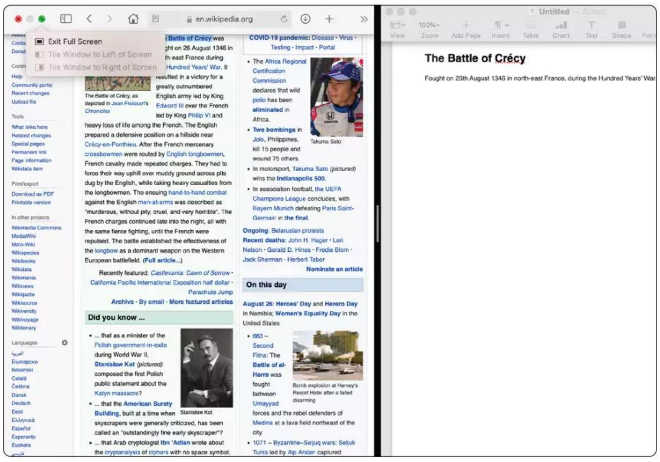
6 In Split View mode, you can make full use of the two apps, just as if they were each running singly in full-screen mode. If you wish to allocate one app more space than the other, click and drag the black line that divides them.


Safari
File
Edit
View
History
Bookmarks
Window
Help
en.wikipedia.org
Enter Full Screen
Tile Window to Left of Screen
Tile Window to Right of Screen
On this day
Did you know ...

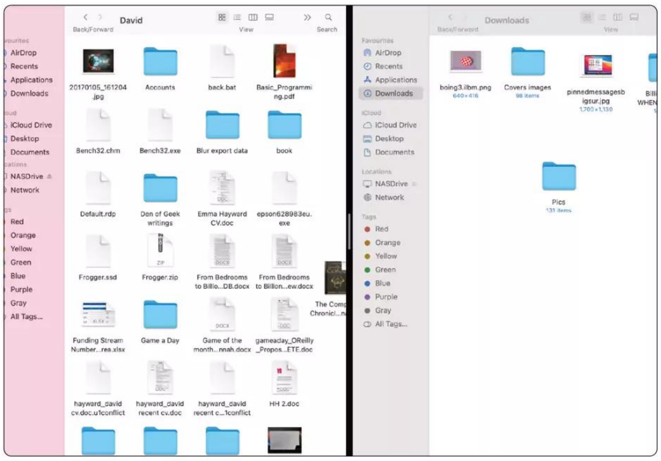
7 Another way of setting up is by using the green window expand/decrease size button (located in the upper left of any open window). With an open app, move the mouse pointer over to the green icon. A sub-menu will appear with options. Choose to either Tile the window to the left or right of the display.


en.wikipedia.org
The Battle of Crécy
Untitled

8 Once the window has been Tiled to the side of the screen you wanted, simply click on the remaining open app which is now displayed in the other half of the screen. This will expand the app to fill the other half of the screen. Again, you can adjust the split by dragging the divider left or right.


en.wikipedia.org
Exit Full Screen
Tile Window to Left of Screen
Tile Window to Right of Screen
Untitled — Edited
The Battle of Crécy
Fought on 26th August 1346 in north-east France, during the Hundred Years' War.

9 To take one of the apps back out of full Split View mode, move the pointer to the top of the screen until the gumdrops appear; then click on the green icon, just like you would with a regular full-screen app. The app in question leaves full screen mode.

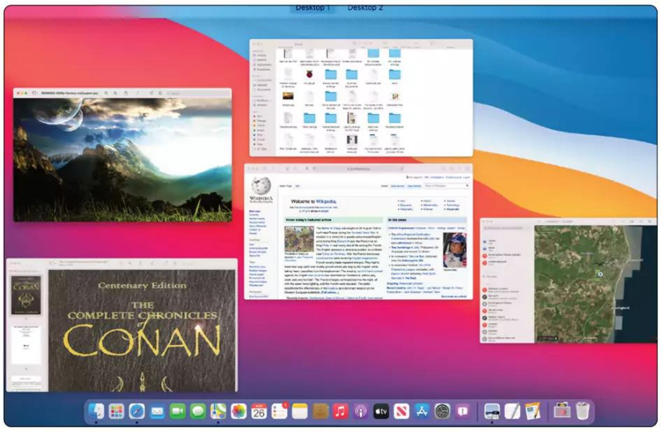

David
Downloads
AirDrop
Recents
Applications
Downloads
iCloud Drive
Desktop
Documents
NASDrive
Network
Red
Orange
Yellow
Green
Blue
Purple
Gray
All Tags...

10 A useful trick with split view apps is to open two Finder windows, allowing you to manually compare and copy between two folders. To copy an item (instead of simply moving it) hold ALT while you drag an item from one to another.

Managing Your Desktop

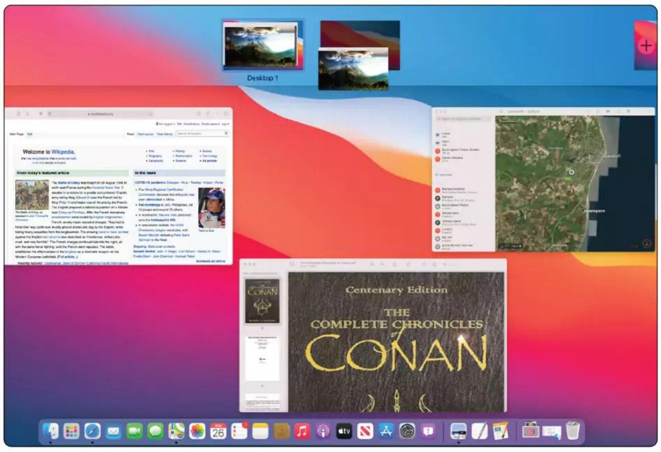
The macOS desktop has evolved considerably over the last decade. With cutting-edge features such as Mission Control and Exposé, you're able to make Big Sur not just a personalised workspace but also one that's efficient and helps you get the job done. Here's some tips on how to better manage your desktop.

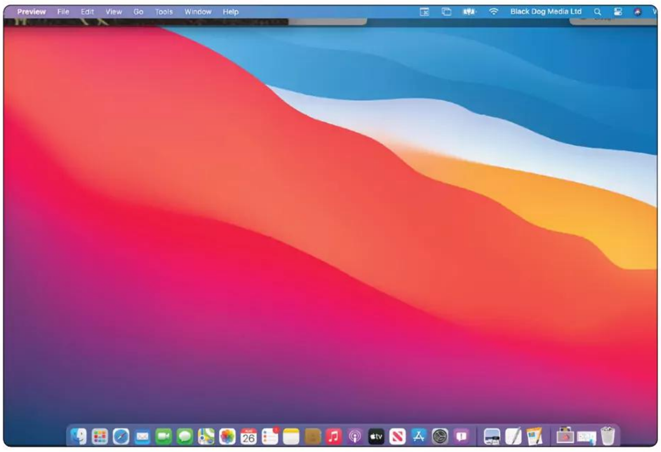
Mission Control



1 To activate Mission Control, swipe upwards with three fingers on a trackpad or tap the F3 key on your keyboard. This is unchanged from previous versions of the Mac's operating system, unless you've modified the gesture settings yourself.

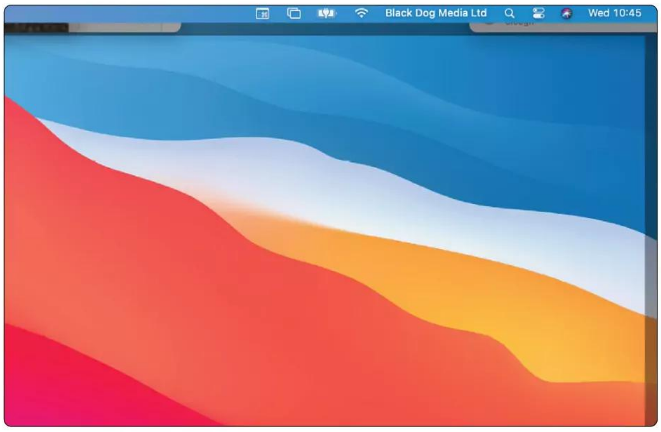
2 Unlike pre-Sierra versions of Mission Control, open windows are presented in a single layer instead of being stacked according to which application produced them. Click on a window to bring its app to the fore.



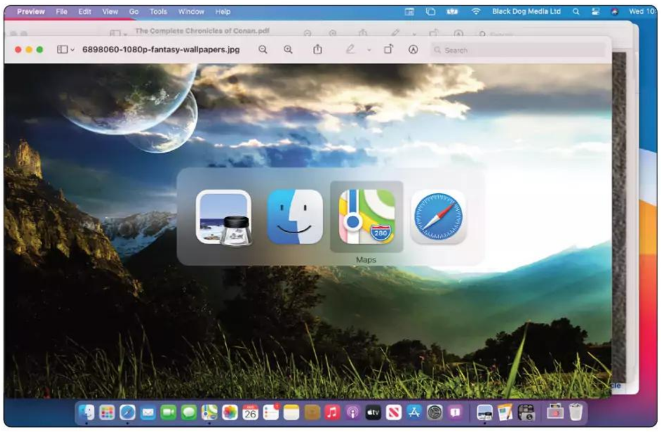


3 You can open a document or app in full screen from Mission Control simply by dragging its window upwards, onto the strip showing the desktops. You can also create a new desktop space by clicking the plus sign, whether this Spaces bar is open or not.

4 You can still use the Exposé buttons, just like in previous versions of macOS. F3 takes you straight to Mission Control. You can clear the Desktop with Fn-F11 too. So while Big Sur may look different, it still supports the familiar macOS desktop feel.

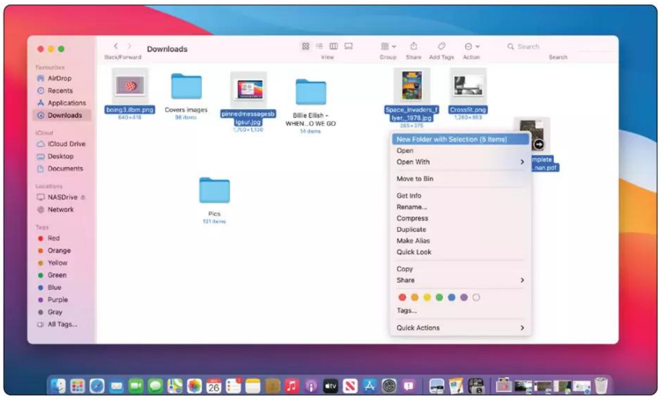


5 If you're new to the macOS desktop, the Show Desktop function (Fn-F11 key combinations) may look a little confusing; after all, where have all your apps gone? However, if you have multiple apps open on the screen and you press Fn and F11, you'll notice a narrow band on the outer-rim of the desktop wallpaper. Clicking this will return your apps to the desktop.

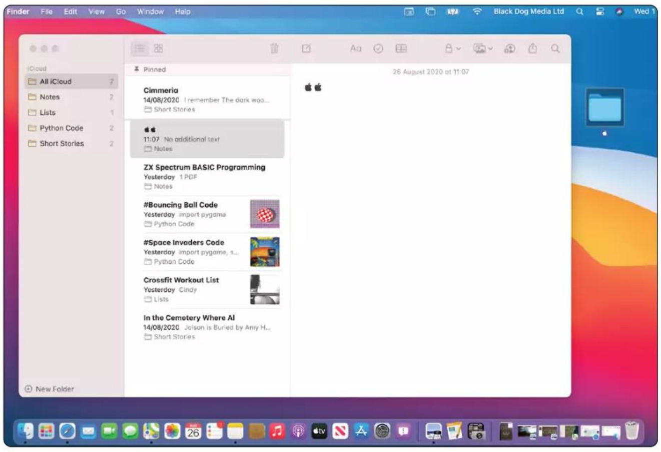


6 You can quickly cycle through the currently open apps on your desktop in macOS by holding the Command key and pressing the Tab key. You can also press 'Q' to quit any of the applications or 'H' to minimise them. This is called the App Switcher, and it's a much underused feature of macOS. Used regularly, it can save a great deal of time.

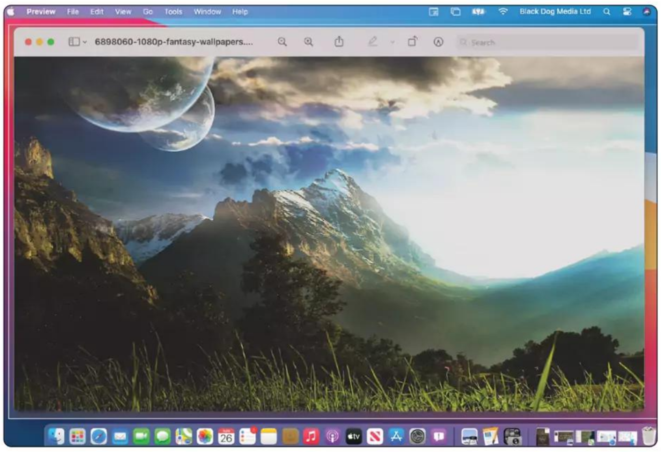
7 If you want to hide your Dock quickly, then press the Command + Alt + D key combination. This will drop the Dock below the screen and out of sight, giving you more room on the desktop to play with. To bring the Dock back, simply press those keys again.



8 Here's a handy Finder feature for your desktop. If you have multiple files you can easily group them into a single folder by highlighting them, then right-click and select 'New Folder with Selection' from the menu. This will create a new folder, ready to be named and drop the highlighted files into it.



9 If you're after something a little alternative, then try this. You can add the Apple icon to any file or folder name or even enter it into Notes or any other app. For example, create a new folder on the desktop and when you're ready to name it press Alt + Shift + K to create the Apple icon.



10 You can take a screenshot of your desktop by pressing Command + Shift + 3 but if you want a more specific area to screenshot, then try Command + Shift + 4. This will change the cursor into a crosshair, for you to drag a box around the area to screenshot.

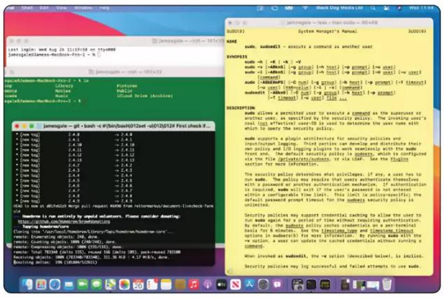
The Terminal

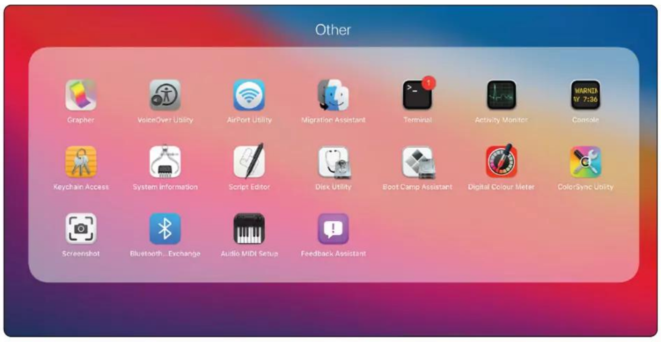
Behind the macOS desktop lies another element that's usually hidden to most folk, the Terminal. The Terminal is a command-line interface where you can control almost the entire OS. It's powerful and complex at times but also an incredibly handy skill to learn.

Terminal Velocity

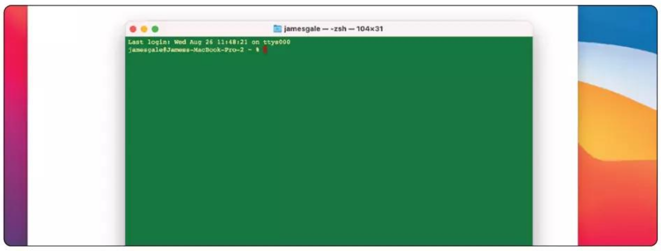
Before we begin to look at some Terminal commands it's worth a quick look at what exactly the Terminal is. The macOS Terminal or Terminal Emulator to be exact, is a shell that enables you to gain text-based access to the operating system. Since macOS is a UNIX-based operating system, the Terminal will open a command-line interface where you can enter UNIX commands, create automated scripts and much more.

It can be daunting to those new to a command line and within it you could potentially crash the entire system but with care you can also unlock a whole new world of control beyond the eye-catching graphics of the desktop.



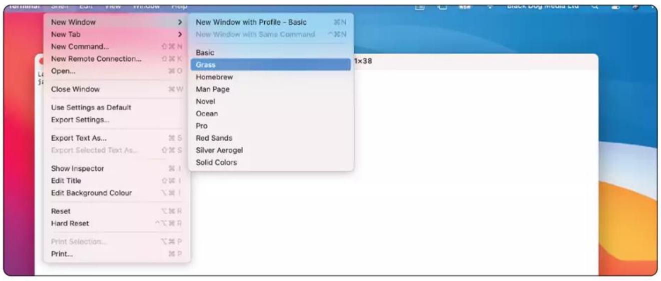

Other
Grapher
VoiceOver Utility
AirPort Utility
Migration Assistant
Terminal
Activity Monitor
Console
Keychain Access
System Information
Script Editor
Disk Utility
Boot Camp Assistant
Digital Colour Meter
ColorSync Utility
Screenshot
Bluetooth...Exchange
Audio MIDI Setup
Feedback Assistant

1 To find the Terminal app, open LaunchPad and look to the Other icon – which is a group of apps. Click on Other and within this group you'll find the Terminal app. Click it to open the Terminal on your desktop.

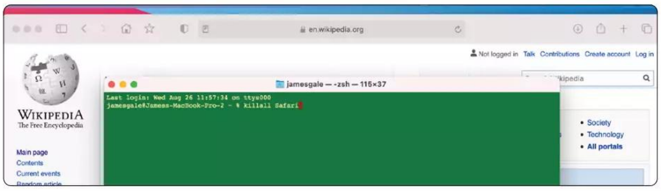


```
jamesgale — -zsh — 104×31
Last login: Wed Aug 26 11:48:21 on ttys000
jamesgale@Jamess-MacBook-Pro-2 ~ %
```

3 The Grass Shell you've opened is still the Terminal, in that it'll work in the same way as the original Terminal you opened in Step 1; but it's using a different profile. Terminal profiles offer you better viewing options than simple black text on a white background. Some like the retro feel of a green background, for example. In short, it's a personal thing.


New Window
New Tab
New Command...
New Remote Connection...
Open...
Close Window
Use Settings as Default
Export Settings...
Export Text As...
Export Selected Text As...
Show Inspector
Edit Title
Edit Background Colour
Reset
Hard Reset
Print Selection...
Print...
New Window with Profile - Basic
New Window with Same Command
Basic
Grass
Homebrew
Man Page
Novel
Ocean
Pro
Red Sands
Silver Aerogel
Solid Colors

2 The Terminal app window will look a little devoid of anything interesting at first but that's only because it's waiting for you to enter something amazing into it. However, before that, we can look at a few types of Terminal. Click on to the top menu bar: Shell > New Window and select Grass from the available options.

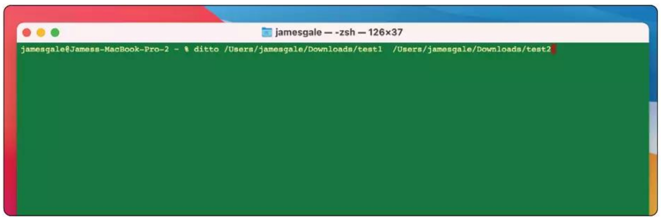

en.wikipedia.org
Not logged in
Talk
Contributions
Create account
Log in
Wikipedia
The Free Encyclopedia
Main page
Contents
Current events
Society
Technology
All portals

```
jamesgale — -zsh — 115×37
Last login: Wed Aug 26 11:57:34 on ttys000
jamesgale@Jamess-MacBook-Pro-2 ~ % killall Safari
```

4 Let's try a command. Begin by opening a Safari window. Now click the Terminal app window to bring it to the fore and inside it, enter:

```
killall Safari
```

Press Enter to execute the command and you'll notice that the Safari app has been instantly shutdown.

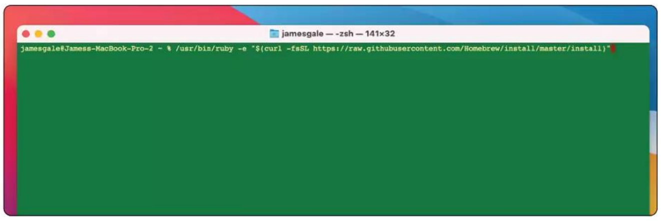


```
jamesgale@Jamess-MacBook-Pro-2 ~ % ditto /Users/jamesgale/Downloads/test1  /Users/jamesgale/Downloads/test2
```

5 You can do things like copy files from one folder to another. For example, we've create two folders in the Downloads folder, called test1 & test2. In test1 we've placed several files and we want to copy them to folder test2:

```
ditto /Users/jamesgale/Downloads/test1 /Users
jamesgale/Downloads/test2
```

This command will copy the files from one folder to the other. The /jamesgale/ part is our username, so replace that with yours.

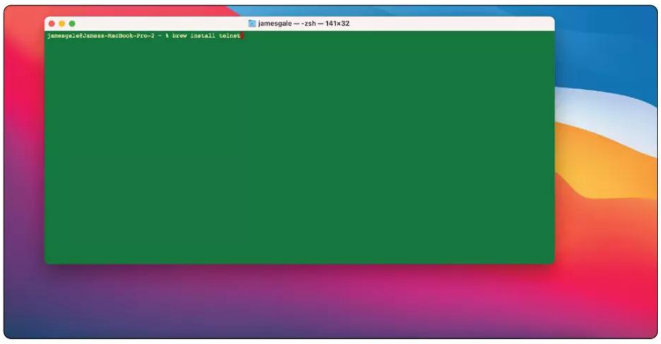


```
jamesgale@Jamess-MacBook-Pro-2 ~ % /usr/bin/ruby -e "$(curl -fsSL https://raw.githubusercontent.com/Homebrew/install/master/install)"
```

6 Let's try something else, how about watching an ASCII version of Star Wars in your Terminal? Before we begin, we need to install some software. Enter the following into the Terminal:

```
/usr/bin/ruby -e “$(curl -fsSL https://raw
githubusercontent.com/Homebrew/install/master
install)”
```

Press the Enter key and the Terminal will contact the website to download the Homebrew software. It may take some minutes, so when it's finished, you'll be returned to the command prompt.

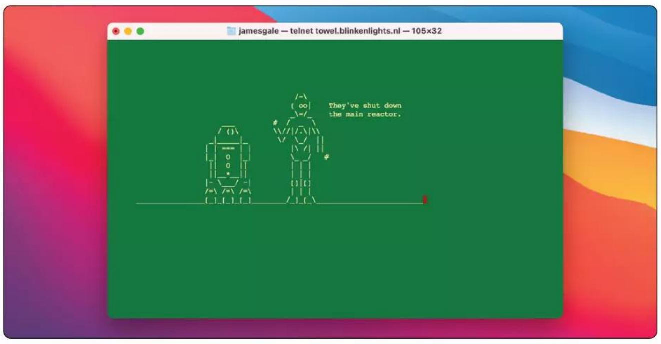


```
jamesgale@Jamess-MacBook-Pro-2 ~ % brew install telnet
```

7 Once the process has finished you can clear the screen by entering: clear. This doesn't delete anything, it just clears away the content so you can see better. Now we need to install Telnet, which is a text line-based communications tool. We can do that with the following line:

```
brew install telnet
```

Hit Enter and let the installation run.

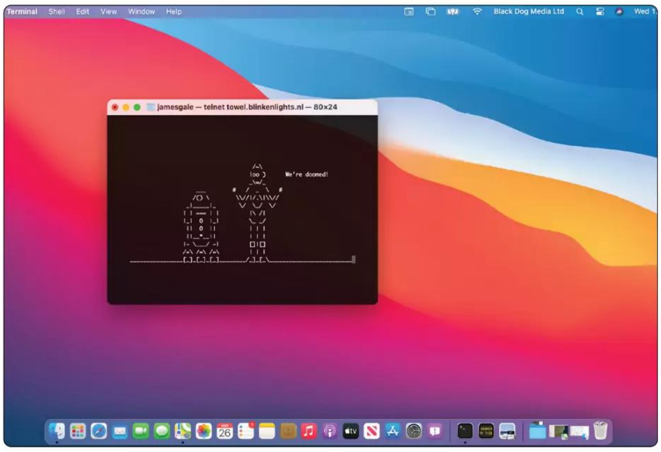


```
They've shut down
the main reactor.
```

8 When the Telnet installation is done, clear the screen again, then enter:

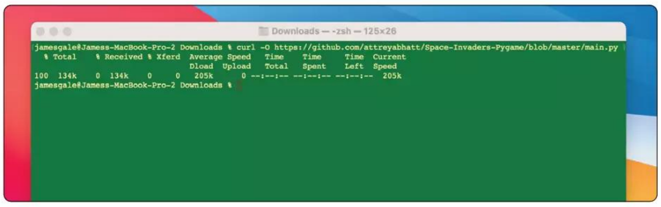
```
telnet towel.blinkenlights.nl
```

Hit Enter once again and an ASCII version of Star Wars will begin to play. It's surprisingly fun, even if you're not a big Star Wars fan. Someone must have taken an enormous amount of time to produce this.



```
We're doomed!
```

9 To close the Telnet session playing Star Wars, press the Ctrl +] keys, then type quit. This will bring you back to the Terminal command prompt. Depending on what Terminal profile you're using, the Telnet Star Wars content may look a little odd. Many users prefer the Pro Shell, at 80x24 window size.



```
jamesgale@Jamess-MacBook-Pro-2 Downloads % curl -O https://github.com/attreyabhatt/Space-Invaders-Pygame/blob/master/main.py
  % Total    % Received % Xferd  Average Speed   Time    Time     Time  Current
                                 Dload  Upload   Total   Spent    Left  Speed
100  134k    0  134k    0     0   205k      0 --:--:-- --:--:-- --:--:--  205k
jamesgale@Jamess-MacBook-Pro-2 Downloads %
```

10 Needless to say there's a lot you can do in the Terminal, such as downloading a file from the Internet without a browser:

```
cd ~/Downloads/
```

This will change your working directory to the Downloads folder. Then:

```
curl -O the URL of the file
```

Enter the name of the URL, such as: curl -O https://github.com/attreyabhatt/Space-Invaders-Pygame/blob/master/main.py

Top Terminal Commands

There are hundreds of macOS Terminal commands, some are extremely powerful and can restore your entire system, whereas others simply display a command-line calendar. Here's some of the more commonly used commands you're likely to come across.

A

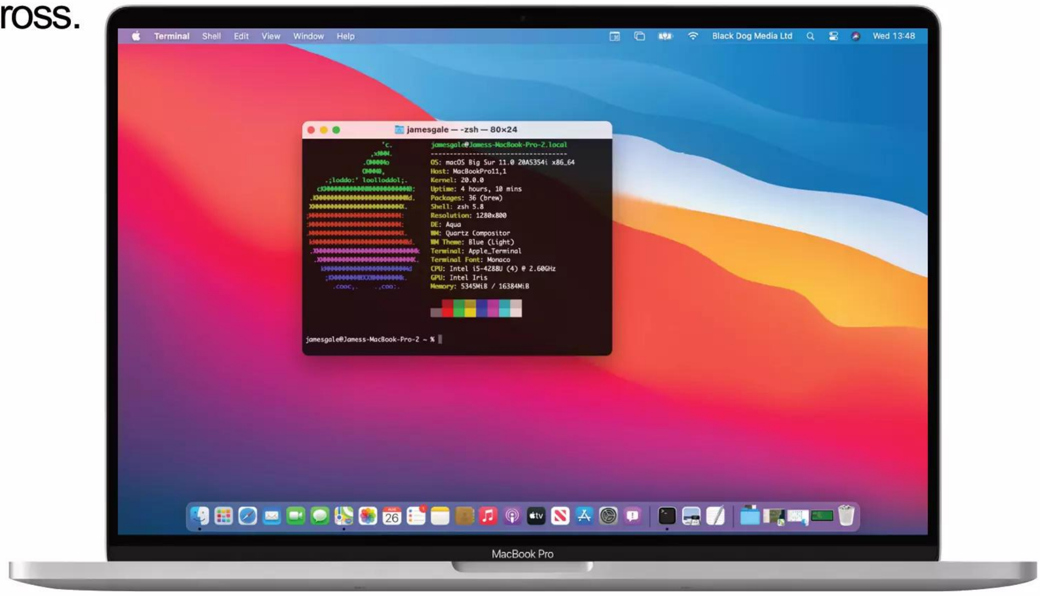
afconvert – Used to convert audio files.

afinfo – Can display information of an audio file.

afplay – Can play an audio file.

alias – Used to create alias commands. For example, the clear command can be aliased to CLS.

awk – Used to find and replace text within a file or files.



```
jamesgale@Jamess-MacBook-Pro-2.local
------------------------------------
OS: macOS Big Sur 11.0 20A5354i x86_64
Host: MacBookPro11,1
Kernel: 20.0.0
Uptime: 4 hours, 10 mins
Packages: 36 (brew)
Shell: zsh 5.8
Resolution: 1280x800
DE: Aqua
WM: Quartz Compositor
WM Theme: Blue (Light)
Terminal: Apple_Terminal
Terminal Font: Monaco
CPU: Intel i5-4288U (4) @ 2.60GHz
GPU: Intel Iris
Memory: 5345MiB / 16384MiB

jamesgale@Jamess-MacBook-Pro-2 ~ %
```

B

basename – Can be used to convert a full pathname to a single filename

bash – A different type of Shell, the Bourne-Again SHell.

bg – Send a process to the background.

break – Used to exit from a For, While, Until or Select command loop within a script.

bzip2 – A compression tool to compress or decompress files and folders.

C

caffeinate – Used to prevent the system from going into Sleep mode.

cal – Displays a calendar in the command line.

cancel – Used top cancel all print jobs.

cat – Used to concatenate and display the contents of files.

chmod – Used to change access permissions on a file(s) or folder(s).

chroot – Used to run a command within a different root directory.

clear – Clears the Terminal shell.

cmp – Used to compare two files.

cp – Copy one or more files to another location.

cpio – Used to copy files to and from compressed archives.

curl – Used to transfer data from or to a server; to download files from the Internet.

cut – Divides a file into several smaller parts.

D

date – Displays or allows change to the date and time.

dd – Used to duplicate disks, convert and copy files, clone disks.

df – Displays the available free disk space.

diff – Used to display the differences between two files.

ditto – Used to copy files and folders.

du – To estimate file space usage.

E

echo – Used to display text on the screen, usually in scripts.

env – Displays the system environment variables.

exit – Used to exit the current Terminal Shell.

export – Used to set a system environment variable.

F

fdisk – Very powerful command to partition, format and create disks.

fg – Send a job to the foreground.

find – Used to search for files.

for – A loop command used in scripts.

ftp – A tool used to transfer files to and from remote servers.

fuser – Lists the processes that have one or more files open.

G

goto – Used in scripts to jump from one label to another.

grep – Used to search files for lines that match a specific pattern.

gzip – Used to compress or decompress files into an archive.

H

halt – Used to stop and restart the operating system.

hash – Used to display and refresh the cached location of terminal commands.

head – Can display the first lines of a file.

history – Lists the command history of the user.

I

id – Prints the user and group names in the terminal screen.

ifconfig – Displays the information about any connected networking device.

iostat – Reports on CPU usage and I/O stats.

iosnoop – Allows you to 'snoop' on I/O events as they happen.

J

jobs – Not Steve, but lists the active jobs.

K

kextfind – Lists the macOS kernel extensions.

kickstart – Configures the Apple Remote Desktop feature.

kill – Used to kill a process or app using a specific PID.

killall – Kills a process or app by name, such as Safari.

L

last – Displays the last logins of users, local and remote.

less – Displays output one screen at a time.

ln – Used to make links between files in different locations on the hard drive.

locate – Used to find files.

logname – Displays the current login name.

login – Used to login to another computer.

logout – Used to exit a login shell.

lp – Used to print files.

ls – Used to list files within a folder.

lsof – Lists currently open files on the system.

M

man – When used in front of any command will display the command's manual.

mdfind – Executes a command-line Spotlight search

mkdir – Used to create a new folder.

mkfile – Used to create a new file.

mount – Mounts a file system so you can view its contents.

mv – Move or rename files and folders.

N

nano – A simple command-line text editor.

nc – Used to read and write data across networks.

netstat – Used to show network stats.

O

open – Opens a file, folder, URL or application.

P

passwd – Used to modify a user's password.

paste – Used to merge lines of files.

pbcopy – Used to copy data to the system clipboard.

ping – Used to send small data packets to remote network locations for testing.

pkill – Used to kill a process or application by its full or partial name.

pwd – Print Working Directory.

Q

quota – Displays your current disk usage and any limits.

R

rcp – Used to copy files between remote machines.

reboot – Used to restart, reboot, the system.

rm – Remove files.

rmdir – Removes folders.

S

say – Used to convert anything you type into speech.

screencapture – Can capture a screenshot to file or disk.

set – Sets a system environment variable.

shutdown – Used to shutdown or restart a Mac.

stop – Stops a job or process.

sudo – Executes a command as another user, usually as an administrator.

T

tar – An archiving tool.

top – Displays process information.

type – Used to describe a command.

U

umount – Unmounts a mounted device or virtual disk.

unalias – Unaliases any alias commands.

uname – Prints the kernel version, release and machine name.

until – Loop command used in scripts.

users – Displays the login names of current users.

V

vi – A simple command-line text editor.

W

w – Used to display who is logged in and what they're doing.

wait – Used to wait for a process to complete.

wall – Write messages to other users.

write – Send a message to another user.

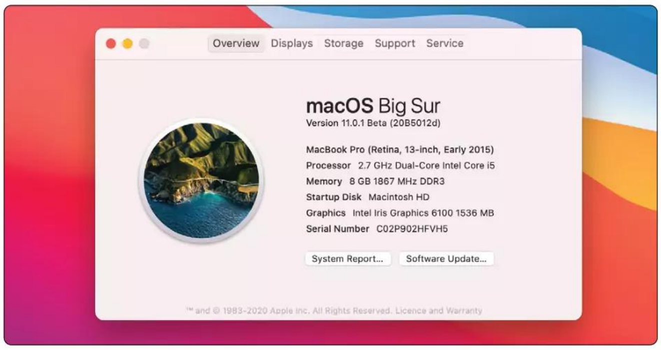
Z

zip – A compression and archive utility.

Continuity Feature On Apple Devices

With a Mac running OS X 10.10 or later, and a mobile device with iPadOS or iOS 8 or later installed, your Apple gear works together seamlessly. You can make and receive calls on your Mac, send and receive text messages on any of your devices, and share files between your Mac, iPad, and iOS devices with AirDrop.

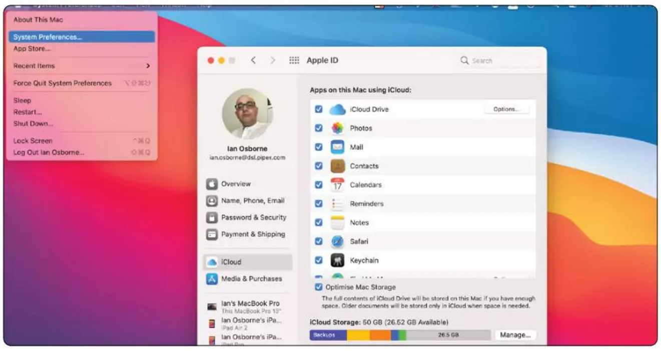
Wi-Fi Instant Hotspot


Overview
Displays
Storage
Support
Service

macOS Big Sur
Version 11.0.1 Beta (20B5012d)

MacBook Pro (Retina, 13-inch, Early 2015)
Processor 2.7 GHz Dual-Core Intel Core i5
Memory 8 GB 1867 MHz DDR3
Startup Disk Macintosh HD
Graphics Intel Iris Graphics 6100 1536 MB
Serial Number C02P902HFVH5

System Report...
Software Update...
™ and © 1983-2020 Apple Inc. All Rights Reserved. Licence and Warranty


About This Mac
System Preferences...
App Store...
Recent Items
Force Quit System Preferences
Sleep
Restart...
Shut Down...
Lock Screen
Log Out Ian Osborne...
Apple ID
Search
Ian Osborne
ian.osborne@dsl.pipex.com
Overview
Name, Phone, Email
Password & Security
Payment & Shipping
iCloud
Media & Purchases
Ian's MacBook Pro
Ian Osborne's iPa...
Ian Osborne's iPa...
Options...
Backups
26.5 GB
Manage...

Apps on this Mac using iCloud:
☑ iCloud Drive
☑ Photos
☑ Mail
☑ Contacts
☑ Calendars
☑ Reminders
☑ Notes
☑ Safari
☑ Keychain

☑ Optimise Mac Storage
The full contents of iCloud Drive will be stored on this Mac if you have enough space. Older documents will be stored only in iCloud when space is needed.

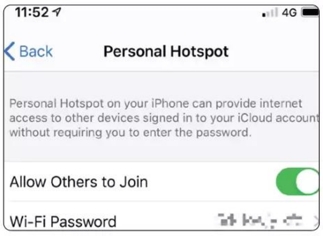
iCloud Storage: 50 GB (26.52 GB Available)

1 Instant Hotspot's system requirements are stringent. A Mac must be mid-2012 or newer and running Yosemite or later. To find out when your Mac was made, click on the Apple icon in the top left and select About This Mac. An iOS device must be an iPhone 5 or later, iPad (4th gen) or later, an iPod touch (5th gen) or later or any iPad mini.

2 Make sure your Mac and all the devices you want to use with Instant Hotspot are signed into the same iCloud account. On an iPadOS or iOS device, go to Settings > [Your Name] > iCloud and on a Mac, open System Preferences (under the Apple menu, top left corner or from the Dock) and click on Apple ID > Overview.

3 Make sure your iPhone has a cellular connection to the Internet. You should see a 3G or 4G symbol at the top of the screen. Make sure Personal Hotspot is switched on too. To do this open the Settings app and then open the Mobile Data link. Look for the Personal Hotspot option, and if it isn't on already, switch it on.

3:18
4G
TUE 3
Messages
Calendar
Photos
Camera
Weather
Clock
Maps
News
Notes
Reminders
Stocks
iTunes Store
App Store
Books
Health
Home
Wallet
Settings
Measure
Watch

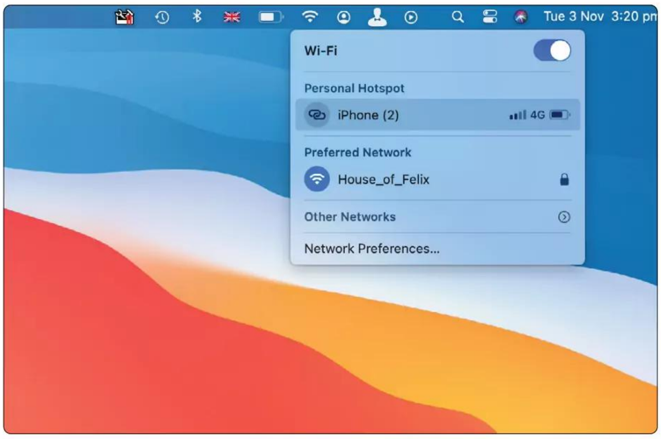

11:52
4G
Back

Personal Hotspot

Personal Hotspot on your iPhone can provide internet access to other devices signed in to your iCloud account without requiring you to enter the password.

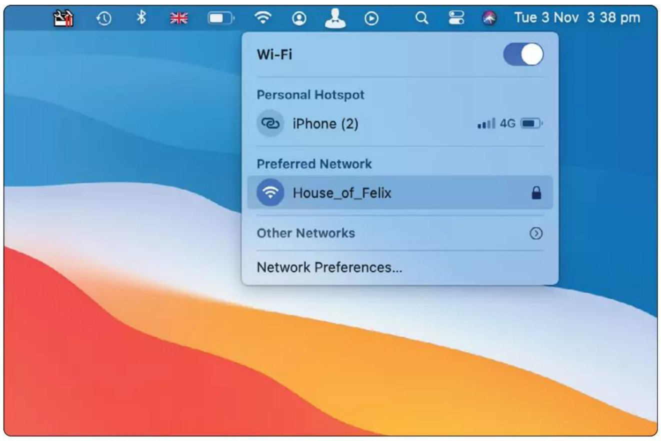
Allow Others to Join ●

Wi-Fi Password [redacted]

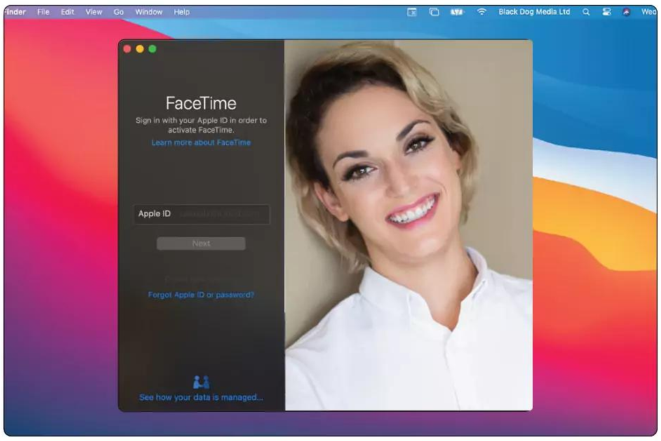

Tue 3 Nov 3:20 pm
Wi-Fi
Personal Hotspot
iPhone (2)
4G
Preferred Network
House_of_Felix
Other Networks
Network Preferences...

4 To access your Instant Hotspot Internet connection, on a Mac, click on the Wi-Fi menulet in the top right of the screen and select your iPhone from the list. On an iOS device, do the same through Settings > Wi-Fi. An indicator on the top of the iPhone's screen shows a connection. If this fails, check your mobile phone carrier supports personal hotspots.

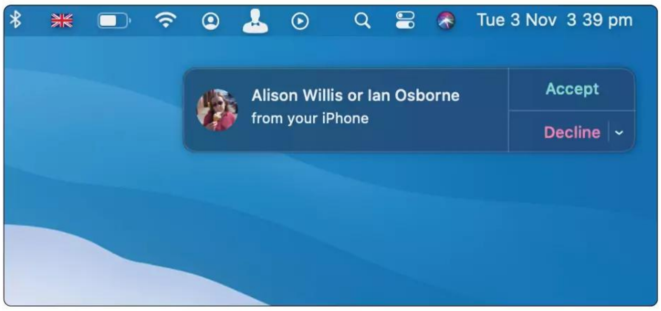
Phone Calls


Tue 3 Nov 3 38 pm
Wi-Fi
Personal Hotspot
iPhone (2)
4G
Preferred Network
House_of_Felix
Other Networks
Network Preferences...

1 All Macs and iOS devices you wish to use for Continuity phone calls must be logged into the same iCloud account, and also on the same Wi-Fi network. On your Mac, click the Wi-Fi menulet in the top right end of the menu bar at the top of the desktop. On an iPadOS or iOS device, open Settings and look at what's listed under Wi-Fi.


FaceTime
Sign in with your Apple ID in order to activate FaceTime.
Learn more about FaceTime
Apple ID
Next
Forgot Apple ID or password?
See how your data is managed...

2 All devices must be signed into FaceTime with the same iCloud account. On a Mac, launch FaceTime and sign in. If already signed in with a different account, from the FaceTime pull-down menu, open Preferences and sign out. On an iOS device, go to Settings > FaceTime and sign in. On your iPhone, FaceTime and iPhone Mobile Calls must be on.

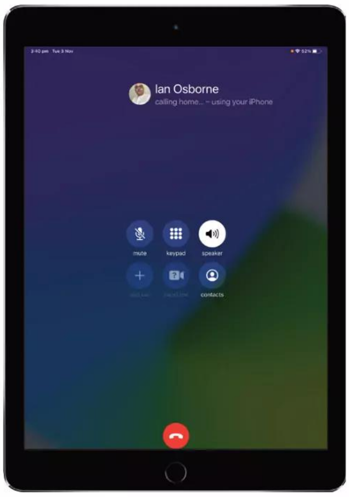


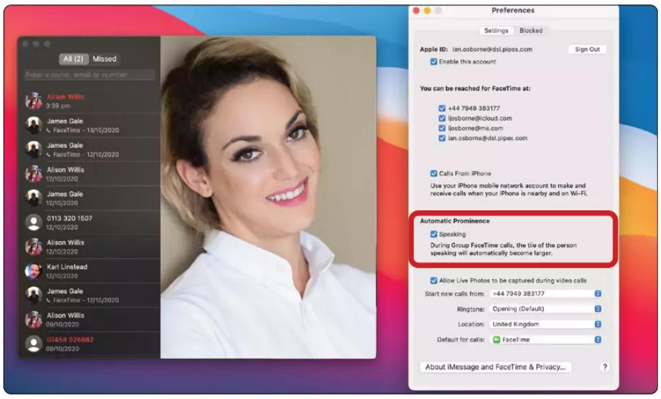
Alison Willis or Ian Osborne
from your iPhone

Tue 3 Nov 3 39 pm
Accept
Decline

3 To answer a call on your Mac, wait for the notification to appear. You can then click on one of the options. Answering the call on your Mac means using its built-in mic and speakers, so be careful about taking a private call in a public place. To make a call on your Mac, click a phone number in Contacts, Calendar or Safari.

4 To initiate a call using an iPad or iOS device other than an iPhone, tap on a number in Contacts, Calendar or Safari. To answer an incoming call on this device, use Slide to Answer, as instructed on the screen. With your Mac and your iOS devices set up to use Continuity Phone Calls, all your devices ring when there's an incoming call.


Ian Osborne
calling home... – using your iPhone
mute
keypad
speaker
contacts


All (2)
Missed
Enter a name, email or number
Alison Willis
3:39 pm
James Gale
FaceTime - 13/10/2020
James Gale
FaceTime - 12/10/2020
Alison Willis
12/10/2020
James Gale
12/10/2020
0113 320 1507
12/10/2020
Alison Willis
12/10/2020
Karl Linstead
12/10/2020
James Gale
FaceTime - 12/10/2020
Alison Willis
09/10/2020
07458 026682
09/10/2020
Preferences
Settings
Blocked
Sign Out
About iMessage and FaceTime & Privacy...

Apple ID: ian.osborne@dsl.pipex.com
☑ Enable this account

You can be reached for FaceTime at:
☑ +44 7949 383177
☑ ijosborne@icloud.com
☑ ijosborne@me.com
☑ ian.osborne@dsl.pipex.com

☑ Calls From iPhone
Use your iPhone mobile network account to make and receive calls when your iPhone is nearby and on Wi-Fi.

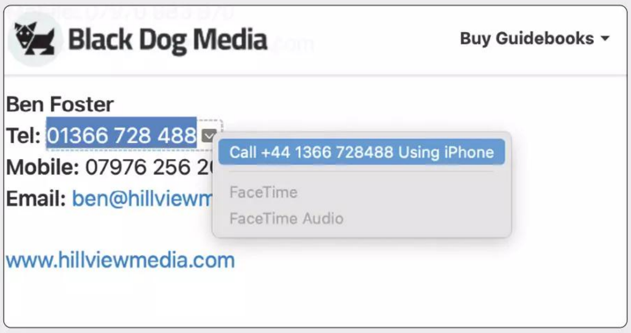
Automatic Prominence
☑ Speaking
During Group FaceTime calls, the tile of the person speaking will automatically become larger.

☑ Allow Live Photos to be captured during video calls
Start new calls from: +44 7949 383177
Ringtone: Opening (Default)
Location: United Kingdom
Default for calls: FaceTime

5 To switch off Continuity Phone Calls on one or more of your Apple devices, on a Mac, open FaceTime's preferences and uncheck the box marked 'Calls From iPhone'. On an iOS device, go to Settings > FaceTime and turn off 'iPhone Mobile Calls'. The device is then unable to use Continuity Phone Calls until you switch it on again.

Calling from a Mac.

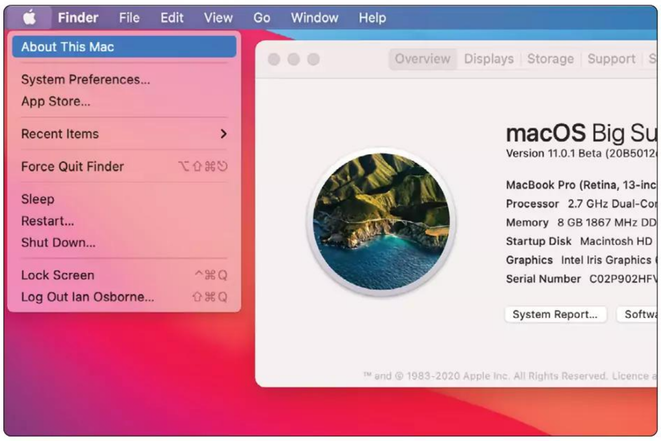
You can place a call from your Mac too. Wherever you see a phone number, you can click on it and get a menu. From this menu, select the 'call from your iPhone' option and the call is placed. It works in most Apple apps, such as Safari (as seen here), Notes and Messages.


Black Dog Media
Buy Guidebooks
Call +44 1366 728488 Using iPhone
FaceTime
FaceTime Audio

Ben Foster
Tel: 01366 728 488
Mobile: 07976 256 2
Email: ben@hillviewm

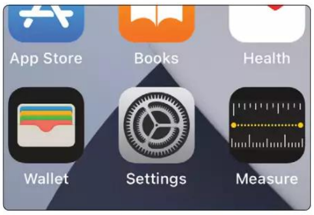
www.hillviewmedia.com

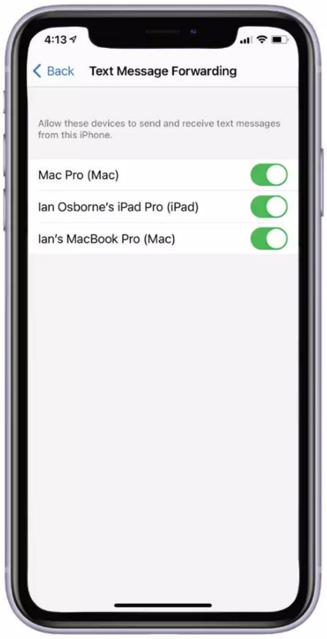
SMS and MMS Messaging


Finder
File
Edit
View
Go
Window
Help
About This Mac
System Preferences...
App Store...
Recent Items
Force Quit Finder
Sleep
Restart...
Shut Down...
Lock Screen
Log Out Ian Osborne...
Overview
Displays
Storage
Support
macOS Big Su
Version 11.0.1 Beta (20B5012
MacBook Pro (Retina, 13-inc
Processor 2.7 GHz Dual-Co
Memory 8 GB 1867 MHz DD
Startup Disk Macintosh HD
Graphics Intel Iris Graphics
Serial Number C02P902HF
System Report...
Softw
™ and © 1983-2020 Apple Inc. All Rights Reserved. Licence a

1 To send or receive an SMS (Short Message Service) or MMS (Multimedia Messaging Service), from your Mac you must be running Yosemite or later. You also need an iPhone running iOS 8.1 or later. Text messaging from an iPad or iPod touch also demands they be using iOS 8.1 or later.

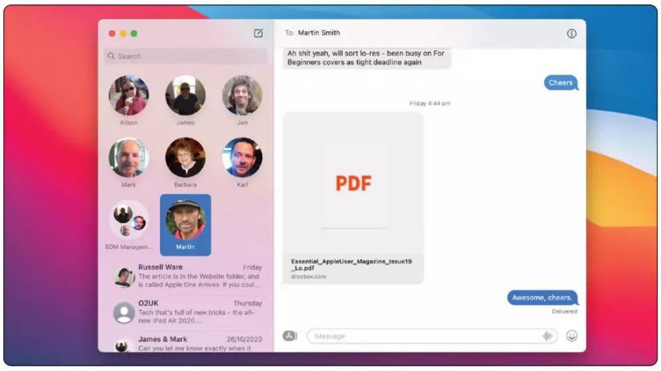
3 Finally, on your iPhone, you must go to Settings > Messages and turn on Text Message Forwarding. Tap on this option, and you're shown a list of devices logged into the same iCloud account. Switch on all the ones with which you want to share your text messages. Each device displays a verification code you must type on your iPhone.


App Store
Books
Health
Wallet
Settings
Measure


4:13
Back
Text Message Forwarding

Allow these devices to send and receive text messages from this iPhone.

Mac Pro (Mac) ●
Ian Osborne's iPad Pro (iPad) ●
Ian's MacBook Pro (Mac) ●


Search
Alison
James
Jon
Mark
Barbara
Karl
BDM Managem...
Martin
Russell Ware
Friday
The article is in the Website folder, and is called Apple One Arrives. If you coul...
O2UK
Thursday
Tech that's full of new tricks - the all-new iPad Air 2020...
James & Mark
26/10/2020
Can you let me know exactly when it
PDF
iMessage

To: Martin Smith

Ah shit yeah, will sort lo-res - been busy on For Beginners covers as tight deadline again

Cheers

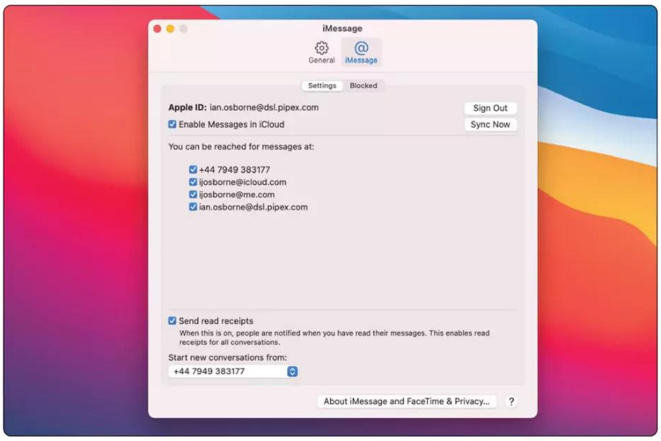
Friday 4:44 pm

Essential_AppleUser_Magazine_Issue19_Lo.pdf
dropbox.com

Awesome, cheers.

Delivered

5 Sending text messages through your Mac is incredibly convenient, especially for long messages. It's great for replying too – you can just use whichever device is nearest. If you're working on your Mac, you get to read and reply to your text messages without even reaching for your phone.


iMessage
General
iMessage
Settings
Blocked
Sign Out
Sync Now
About iMessage and FaceTime & Privacy...
?

Apple ID: ian.osborne@dsl.pipex.com
☑ Enable Messages in iCloud

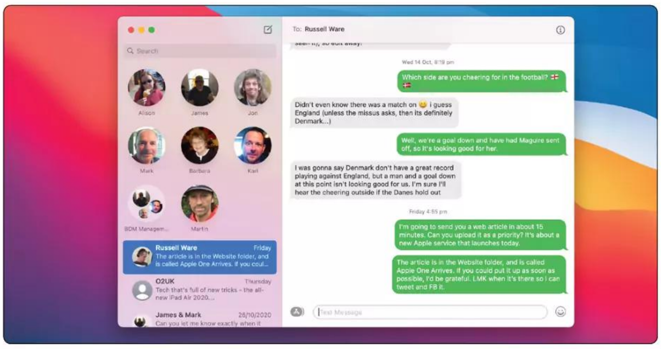
You can be reached for messages at:

☑ +44 7949 383177
☑ ijosborne@icloud.com
☑ ijosborne@me.com
☑ ian.osborne@dsl.pipex.com

☑ Send read receipts
When this is on, people are notified when you have read their messages. This enables read receipts for all conversations.

Start new conversations from:
+44 7949 383177

2 On your Mac, open the Messages app, then under the Messages menu in the top bar, open Preferences. Click on iMessage, then on Settings and make sure the required numbers and email addresses are enabled. On an iOS device, go to Settings > Messages > Send & Receive and again enter your Apple ID if necessary.


Search
Alison
James
Jon
Mark
Barbara
Karl
BDM Managem...
Martin
Russell Ware
Friday
The article is in the Website folder, and is called Apple One Arrives. If you coul...
O2UK
Thursday
Tech that's full of new tricks - the all-new iPad Air 2020...
James & Mark
26/10/2020
Can you let me know exactly when it
Text Message

To: Russell Ware

Wed 14 Oct, 8:19 pm

Which side are you chaering for in the football? 🏴󠁧󠁢󠁥󠁮󠁧󠁿 🇩🇰

Didn't even know there was a match on 😃 i guess England (unless the missus asks, then its definitely Denmark...)

Well, we're a goal down and have had Maguire sent off, so it's looking good for her.

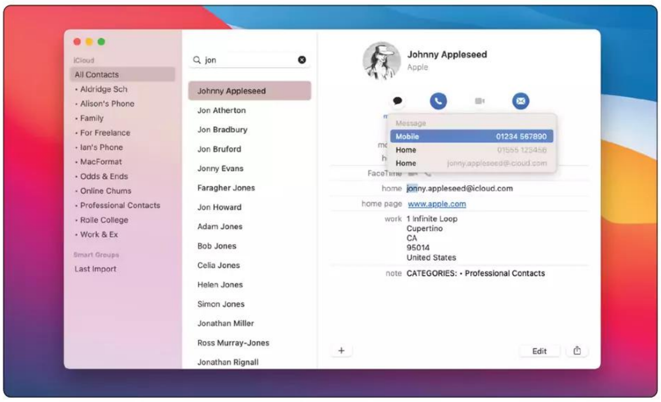
I was gonna say Denmark don't have a great record playing against England, but a man and a goal down at this point isn't looking good for us. I'm sure I'll hear the cheering outside if the Danes hold out

Friday 4:55 pm

I'm going to send you a web article in about 15 minutes. Can you upload it as a priority? It's about a new Apple service that launches today.

The article is in the Website folder, and is called Apple One Arrives. If you could put it up as soon as possible, I'd be grateful. LMK when it's there so I can tweet and FB it.

4 All your SMS and MMS messages now appear on your Mac and/or iOS devices, regardless of whether the person who sent them uses an iPhone. If the sender is using a non-Apple device, the speech bubbles you send are green instead of the blue that's used for iMessages, that is, messages sent between Apple devices.


iCloud
All Contacts
Aldridge Sch
Alison's Phone
Family
For Freelance
Ian's Phone
MacFormat
Odds & Ends
Online Chums
Professional Contacts
Rolle College
Work & Ex
Smart Groups
Last Import
jon
Johnny Appleseed
Jon Atherton
Jon Bradbury
Jon Bruford
Jonny Evans
Faragher Jones
Jon Howard
Adam Jones
Bob Jones
Celia Jones
Helen Jones
Simon Jones
Jonathan Miller
Ross Murray-Jones
Jonathan Rignall
Message
FaceTime
Edit

Johnny Appleseed
Apple

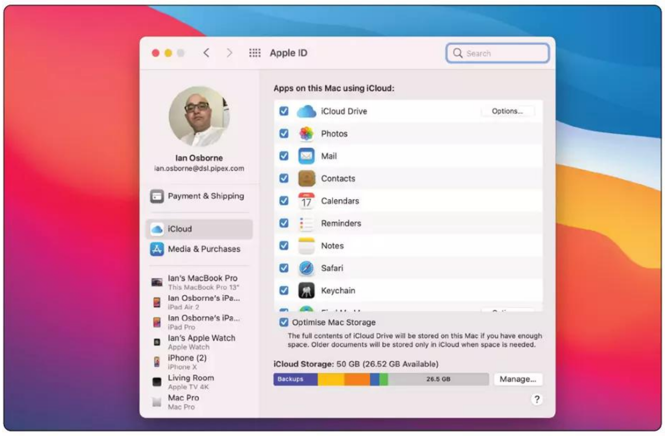
Mobile	01234 567890
Home	01555 123456
Home	jonny.appleseed@icloud.com

home jonny.appleseed@icloud.com
home page www.apple.com
work 1 Infinite Loop
Cupertino
CA
95014
United States
note CATEGORIES: • Professional Contacts

6 You can initiate a text message chat regardless of whether the other person uses an Apple device by clicking a phone number or Message icon in Safari, Contacts or Calendar. Here, in Contacts, click on the icon and select a number from the pop-up. A message window soon appears.

Universal Clipboard
Copy and Share

Universal Clipboard is a great way to shuttle small sections of data between Mac and iOS devices; as long as the Macs are running at least macOS Sierra, and iOS devices are on iOS 10 or later (including iPadOS), and all your devices are signed into the same Apple account. Here's a guide to copying on one device and pasting to another using Macs and iOS devices.


Apple ID
Search
Ian Osborne
ian.osborne@dsl.pipex.com
Payment & Shipping
iCloud
Media & Purchases
Ian's MacBook Pro
This MacBook Pro 13"
Ian Osborne's iPa...
iPad Air 2
Ian Osborne's iPa...
iPad Pro
Ian's Apple Watch
Apple Watch
iPhone (2)
iPhone X
Living Room
Apple TV 4K
Mac Pro
Mac Pro
Options...
Backups
26.5 GB
Manage...
?

Apps on this Mac using iCloud:

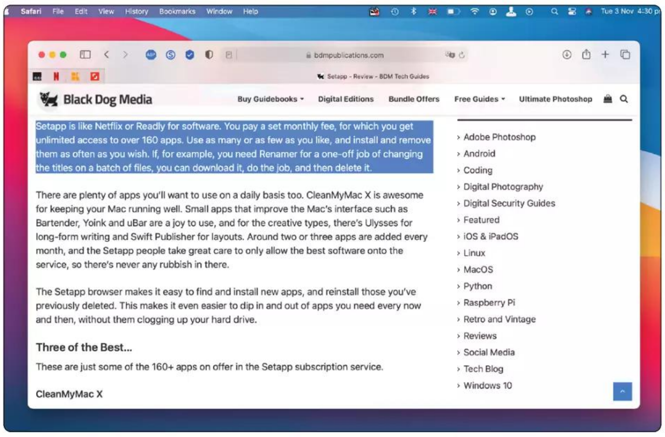
☑ iCloud Drive
☑ Photos
☑ Mail
☑ Contacts
☑ Calendars
☑ Reminders
☑ Notes
☑ Safari
☑ Keychain

☑ Optimise Mac Storage

The full contents of iCloud Drive will be stored on this Mac if you have enough space. Older documents will be stored only in iCloud when space is needed.

iCloud Storage: 50 GB (26.52 GB Available)

1 To use the Universal Clipboard feature, the devices in question must be logged into the same iCloud account. If they're yours, they probably already are but if you have trouble using this tutorial, it might be worth checking.


Safari
File
Edit
View
History
Bookmarks
Window
Help
Tue 3 Nov 4:30 p
bdmpublications.com
Setapp - Review - BDM Tech Guides
Black Dog Media
Buy Guidebooks
Digital Editions
Bundle Offers
Free Guides
Ultimate Photoshop
Adobe Photoshop
Android
Coding
Digital Photography
Digital Security Guides
Featured
iOS & iPadOS
Linux
MacOS
Python
Raspberry Pi
Retro and Vintage
Reviews
Social Media
Tech Blog
Windows 10

Setapp is like Netflix or Readly for software. You pay a set monthly fee, for which you get unlimited access to over 160 apps. Use as many or as few as you like, and install and remove them as often as you wish. If, for example, you need Renamer for a one-off job of changing the titles on a batch of files, you can download it, do the job, and then delete it.

There are plenty of apps you'll want to use on a daily basis too. CleanMyMac X is awesome for keeping your Mac running well. Small apps that improve the Mac's interface such as Bartender, Yoink and uBar are a joy to use, and for the creative types, there's Ulysses for long-form writing and Swift Publisher for layouts. Around two or three apps are added every month, and the Setapp people take great care to only allow the best software onto the service, so there's never any rubbish in there.

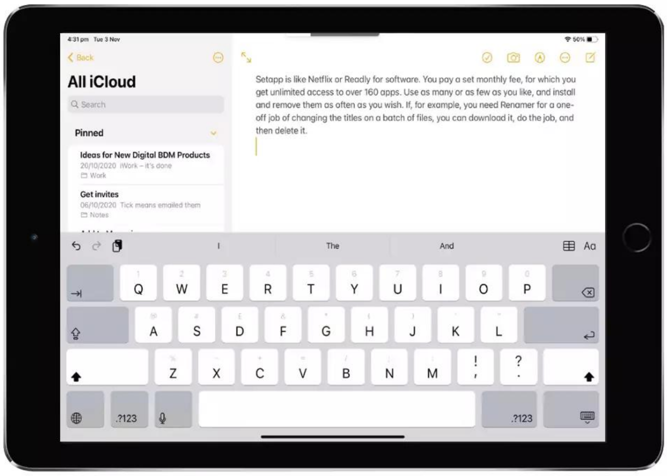
The Setapp browser makes it easy to find and install new apps, and reinstall those you've previously deleted. This makes it even easier to dip in and out of apps you need every now and then, without them clogging up your hard drive.

Three of the Best...

These are just some of the 160+ apps on offer in the Setapp subscription service.

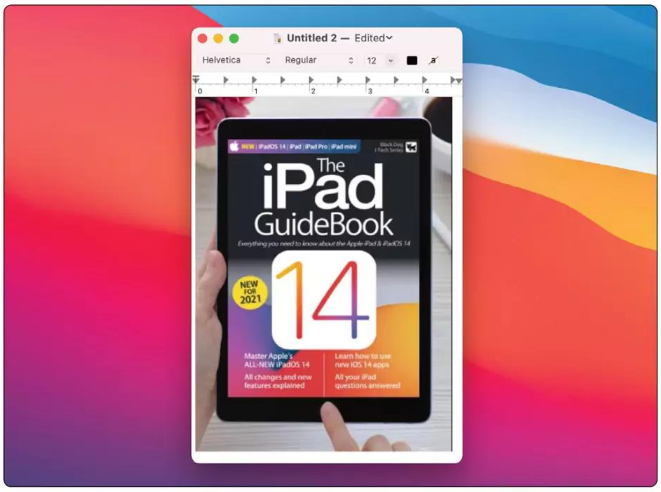
CleanMyMac X

2 Now you can copy and paste a piece of text from one device to another, quickly and easily. On your Mac, simply copy it to your clipboard by highlighting the text in question, then pressing either CMD-X to cut it or CMD-C to copy.


4:31 pm Tue 3 Nov
50%
Back
All iCloud
Search
Pinned
Ideas for New Digital BDM Products
20/10/2020 iWork – it's done
Work
Get invites
06/10/2020 Tick means emailed them
Notes
I
The
And
Aa
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
.?123
.?123

Setapp is like Netflix or Readly for software. You pay a set monthly fee, for which you get unlimited access to over 160 apps. Use as many or as few as you like, and install and remove them as often as you wish. If, for example, you need Renamer for a one-off job of changing the titles on a batch of files, you can download it, do the job, and then delete it.

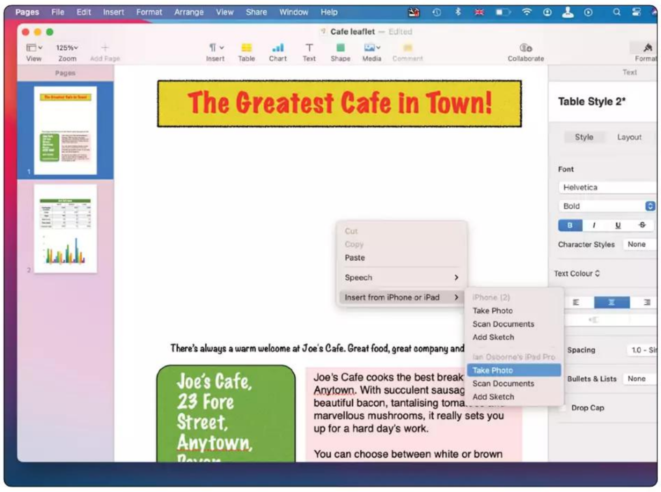
3 Now, on your iOS device, double tap on the place where you want to paste the text you cut or copied on your Mac. From the pop-up menu, select Paste and it appears. There might be a slight lag while the text uploaded to iCloud.


Untitled 2 — Edited
Helvetica
Regular
12
The iPad GuideBook
Everything you need to know about the Apple iPad & iPadOS 14
NEW FOR 2021
14
Master Apple's ALL-NEW iPadOS 14
All changes and new features explained
Learn how to use new iOS 14 apps
All your iPad questions answered

4 You can copy text from your device running iPadOS, or iOS 10 or later, and paste it on your Mac using CMD-V. It works for images and video too. We copied this photo from Safari on our iPad and pasted it into TextEdit on our Mac.

Continuity Camera Use That Photo

Continuity Camera lets you take a photograph using your iPhone or iPad and have it appear instantly on your Mac. It works with Finder, Mail, Messages, Notes, Pages, Keynote, and Numbers. It's a great way of adding a photo to your designs, emails, presentations and more, and it's easy to set up and use too.


Pages File Edit Insert Format Arrange View Share Window Help
Cafe leaflet — Edited
View Zoom Add Page Insert Table Chart Text Shape Media Comment Collaborate Format
Pages
Text
Table Style 2*
Style Layout
Font
Helvetica
Bold
Character Styles None
Text Colour
Spacing 1.0 - Si
Bullets & Lists None
Drop Cap
Cut
Copy
Paste
Speech
Insert from iPhone or iPad
iPhone (2)
Take Photo
Scan Documents
Add Sketch
Ian Osborne's iPad Pro
Take Photo
Scan Documents
Add Sketch

The Greatest Cafe in Town!

There's always a warm welcome at Joe's Cafe. Great food, great company and

Joe's Cafe, 23 Fore Street, Anytown,

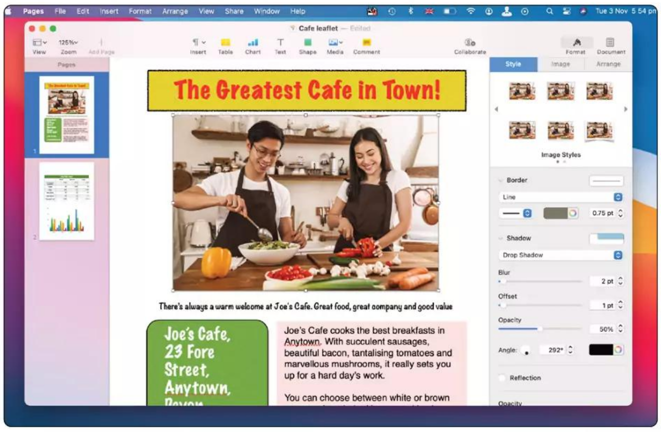
Joe's Cafe cooks the best break Anytown. With succulent sausag beautiful bacon, tantalising toma marvellous mushrooms, it really sets you up for a hard day's work.

You can choose between white or brown

1 On your Mac, open the document you wish to import a photo into, or start a new one. Right-click where you want it to appear, select Import from iPhone or iPad, then Take Photo on whichever device you're using. Devices only appear here if they're on the same Apple ID as your Mac.

PHOTO
Cancel

2 Switch to the device you chose to take the photo from. The Camera app should already be open, so take a photo. You get fewer options in the Camera app than usual. When you've taken your snap, you can discard it or use it; make your choice from the links at the bottom of the screen.


Pages File Edit Insert Format Arrange View Share Window Help
Tue 3 Nov 5 54 pm
Cafe leaflet — Edited
View Zoom Add Page Insert Table Chart Text Shape Media Comment Collaborate Format Document
Pages
Style Image Arrange
Image Styles
Border
Line
0.75 pt
Shadow
Drop Shadow
Blur 2 pt
Offset 1 pt
Opacity 50%
Angle 292°
Reflection
Opacity

The Greatest Cafe in Town!

There's always a warm welcome at Joe's Cafe. Great food, great company and good value

Joe's Cafe, 23 Fore Street, Anytown,

Joe's Cafe cooks the best breakfasts in Anytown. With succulent sausages, beautiful bacon, tantalising tomatoes and marvellous mushrooms, it really sets you up for a hard day's work.

You can choose between white or brown

3 The photo instantly appears on your Mac, in the application you chose to import it to. You can edit and use it like you would any other photo. The pic isn't retained on your mobile device though, so if you want it there too, you might be better off taking a photo in the traditional manner.

Scanning Documents.

In addition to taking photos, you can also use Continuity Camera to scan documents in the same way. Just select Scan Documents from the menu covered in Step 1, switch to the device you wish to use and then frame the document on the screen until it's covered with a yellow box. It's then scanned and your Mac imports it.

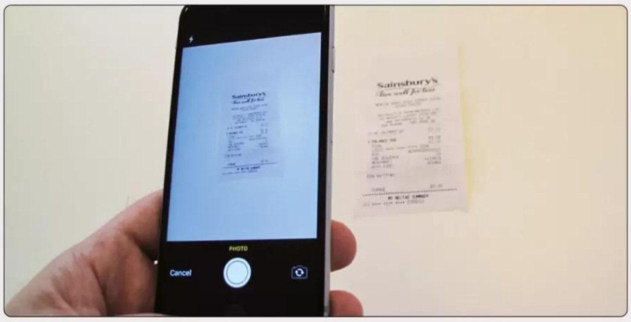
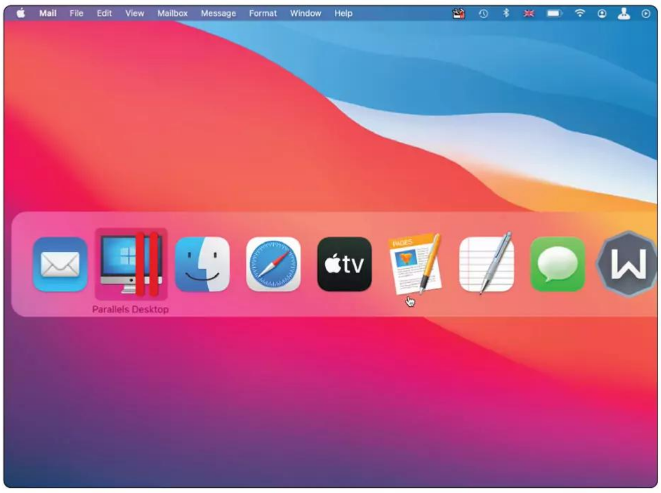


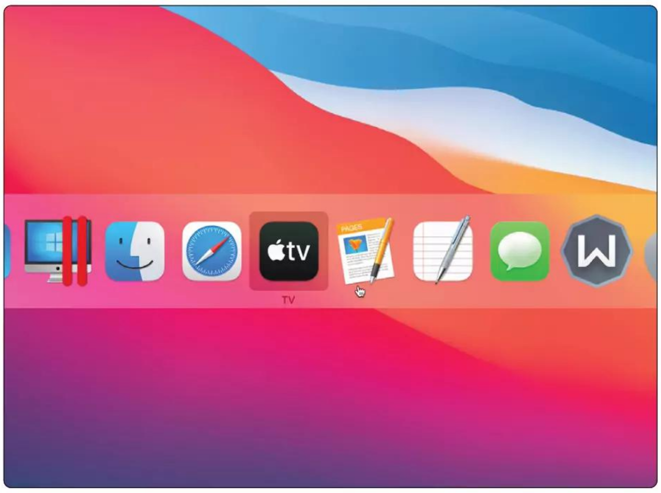
PHOTO
Cancel

The App Switcher
Speed Your Workflow

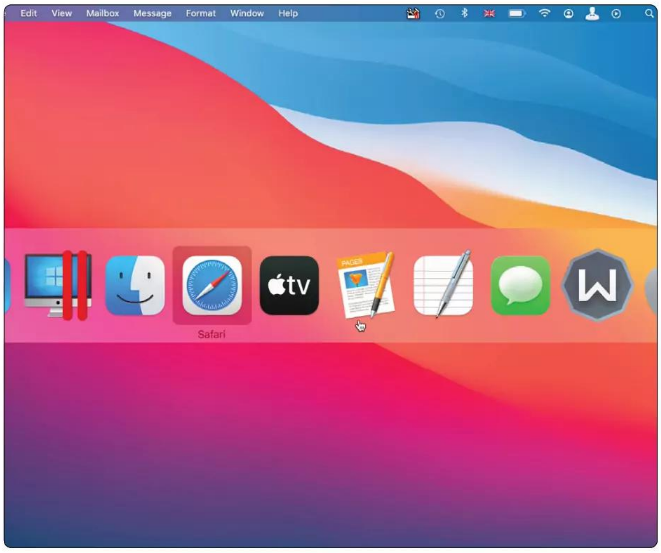
With App Switcher you can toggle between apps that are currently open and running on your Mac without taking your hands off the keyboard. It's a really great feature that significantly speeds your workflow if you use it on a regular basis. If you don't use the App Switcher already, you should give it a try.


Mail File Edit View Mailbox Message Format Window Help
Parallels Desktop

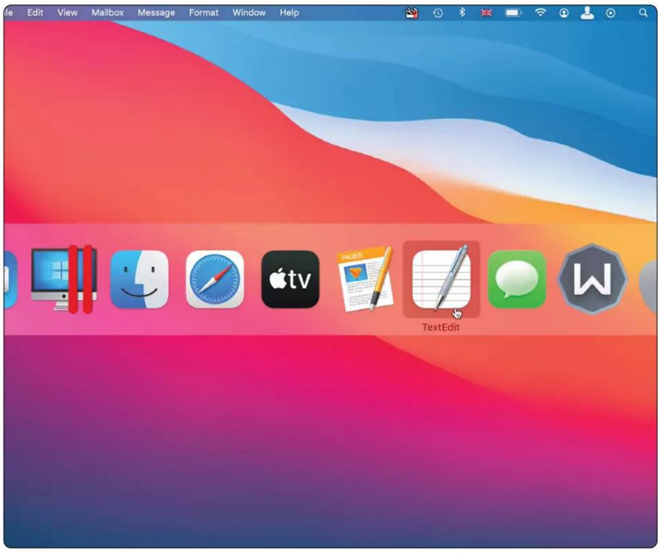
1 The App Switcher is easy to use. Hold the CMD key and press Tab. A window showing the icons of all your open apps is displayed.



2 You can toggle through these apps by repeatedly pressing the Tab key and releasing CMD when you've highlighted the app you want.


Edit View Mailbox Message Format Window Help
Safari

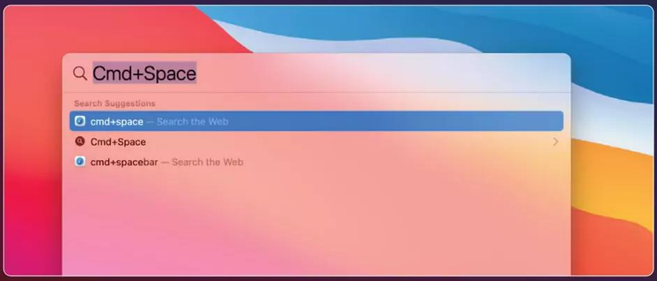
3 You can move forwards or backwards through the list of open apps using the arrow keys at the bottom right of your keyboard.


Edit View Mailbox Message Format Window Help
TextEdit

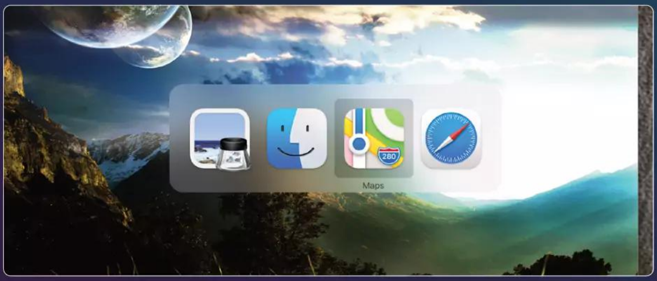
4 You can also click on an app icon with your mouse pointer. Once you're used to App Switcher, you'll wonder how you did without it.

24 Top Tips Every Mac User Must Know

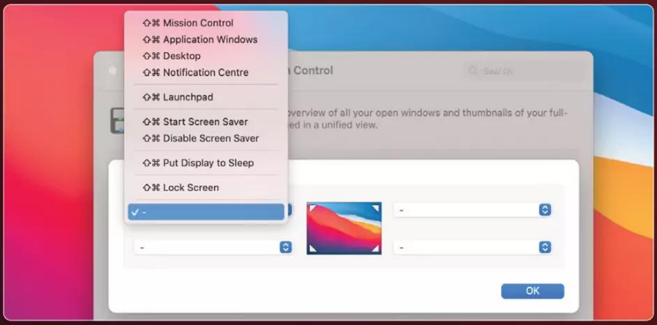
These Mac tips will help you get the most from your Big Sur experience and improve your knowledge and efficiency for when you need to get the job done. Every Mac user needs to know these tips, so let's get cracking.


Cmd+Space
Search Suggestions
cmd+space — Search the Web
Cmd+Space
cmd+spacebar — Search the Web

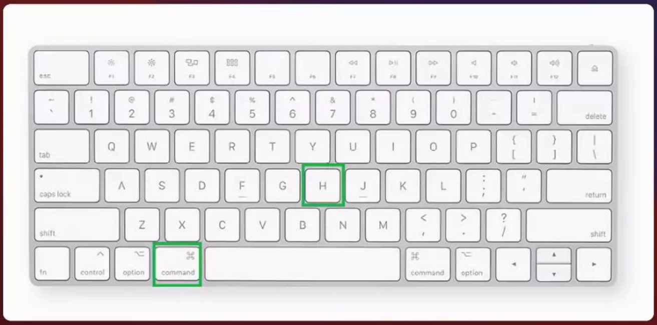
1 Get used to using Spotlight for better searching. Just press the Command + Spacebar to bring up the Spotlight search box and look for anything from files and folder to how many centimetres it is to Pluto and back.



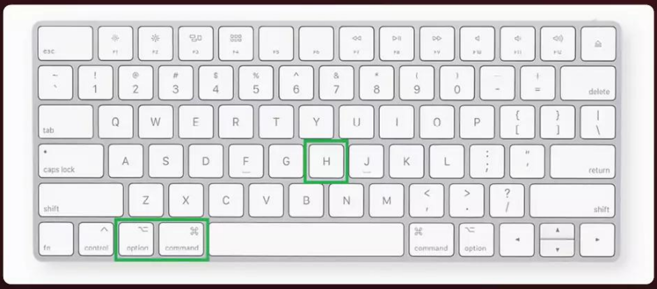
2 You can quickly switch between open apps by pressing Command + Tab, then keeping hold of Command and tapping the Tab key to cycle through the currently available apps.


⇧⌘ Mission Control
⇧⌘ Application Windows
⇧⌘ Desktop
⇧⌘ Notification Centre
⇧⌘ Launchpad
⇧⌘ Start Screen Saver
⇧⌘ Disable Screen Saver
⇧⌘ Put Display to Sleep
⇧⌘ Lock Screen
Control
OK

3 Hot Corners are the physical corners of the desktop, that can be customised to perform certain tasks when your mouse hovers over them. Go to **System Preferences > Mission Control > Hot Corners** to set them up.

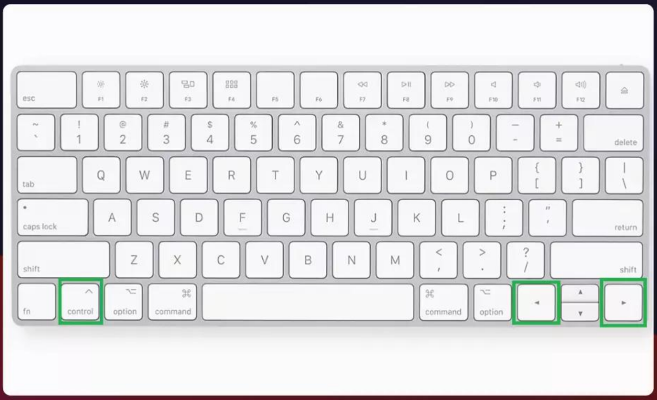


4 To quickly hide a window on the desktop press the Command + H keys. You can easily get it back by pressing the icon in the Dock or using the Command + Tab keys.

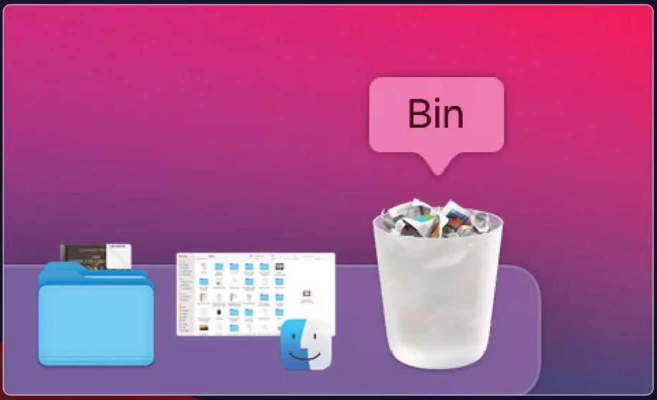


5 Alternatively, you can hide all the currently opened windows, except for the one you're working on (the one in the fore), by pressing the Alt (Option) + Command + H keys.

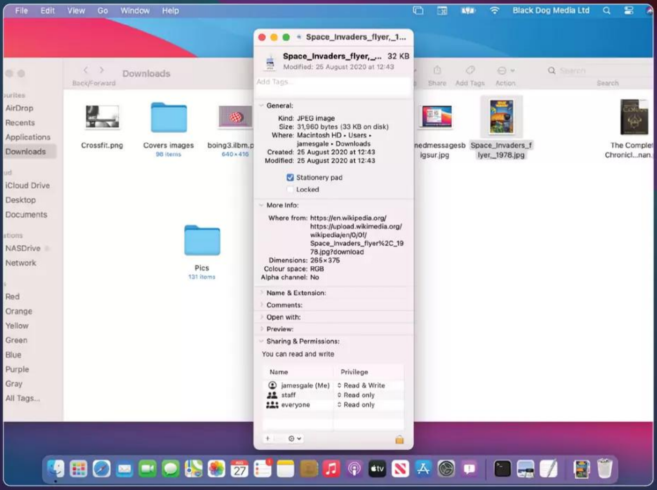
6 If you have multiple windows open from a single app, such as Pages, then you can cycle through those windows by pressing the Command + ~ (Tilde) keys.


control
option
command

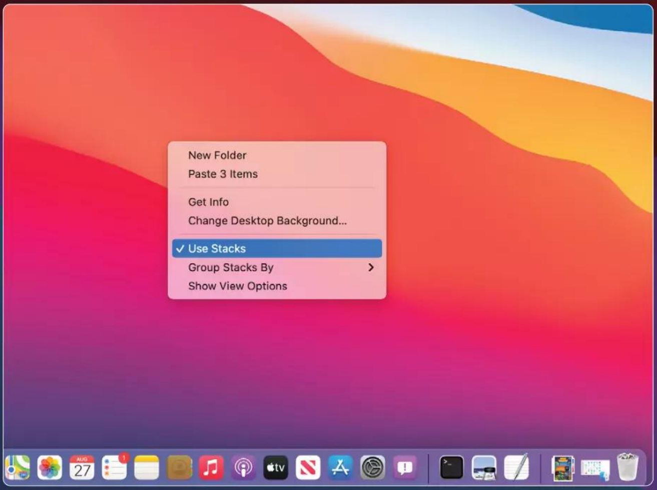
7 Switching between multiple desktops is also extremely easy when you use the Control and individual Left or Right arrows on the keyboard, to cycle to the left or to the right. It certainly saves you some mouse work.



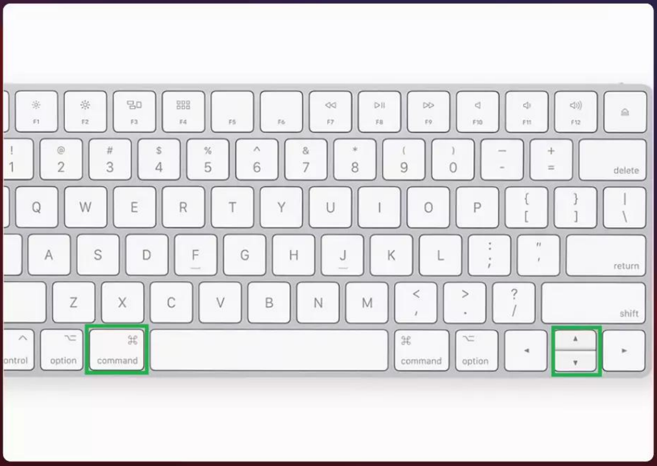
8 If you wanted to delete a file that bypassed the Trash Bin, simply select a file and press Option + Command + Delete at the same time. Fair warning though, it will be gone forever. So be careful.


Downloads
Space_Invaders_flyer_1...
Stationery pad
Locked

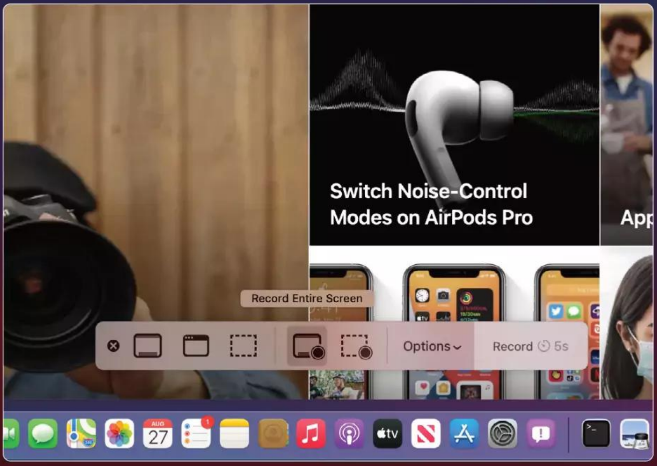
9 If you want to create a duplicate of a file whenever you open it, right-click and select Get Info from the menu. Within the Info window, tick the Stationary Pad box. Now when you open that file, a duplicate will be created in the same folder.


New Folder
Paste 3 Items
Get Info
Change Desktop Background...
✓ Use Stacks
Group Stacks By
Show View Options

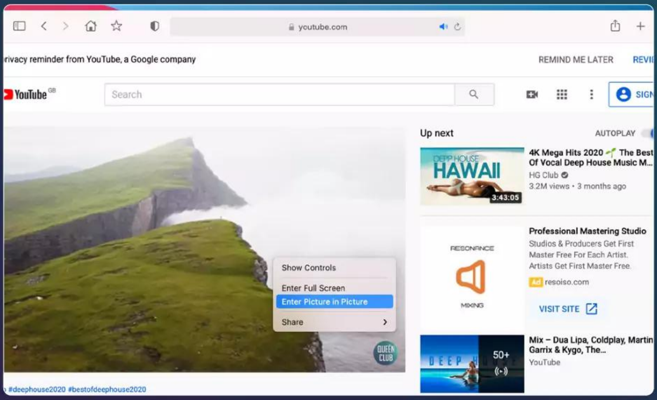
10 If you've got a lot of documents, folders and files on your desktop, right-click the desktop and choose Use Stacks from the menu that appears. This makes Big Sur automatically organise everything on your desktop into piles, arranged according to their type.


command
option

11 To cycle through a folder on either your desktop or in Finder, press the Command + Down Arrow keys. And to reverse the process, press Command + Up Arrow keys.


Switch Noise-Control Modes on AirPods Pro
Record Entire Screen
Options
Record

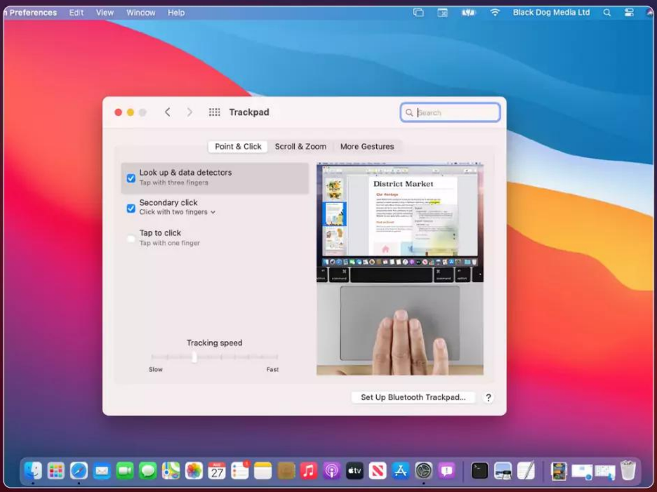
12 Did you know that pressing Shift + Command + 5 will bring up the Screenshot app where you can choose to record a video of the entire desktop or just a portion of it.


youtube.com
rivacy reminder from YouTube, a Google company
REMIND ME LATER
YouTube
Search
Up next
AUTOPLAY
4K Mega Hits 2020 🌴 The Best Of Vocal Deep House Music M...
HG Club
3.2M views • 3 months ago
Professional Mastering Studio
Studios & Producers Get First Master Free For Each Artist. Artists Get First Master Free.
resoiso.com
VISIT SITE
Mix – Dua Lipa, Coldplay, Martin Garrix & Kygo, The...
YouTube
Show Controls
Enter Full Screen
Enter Picture in Picture
Share
#deephouse2020 #bestofdeephouse2020

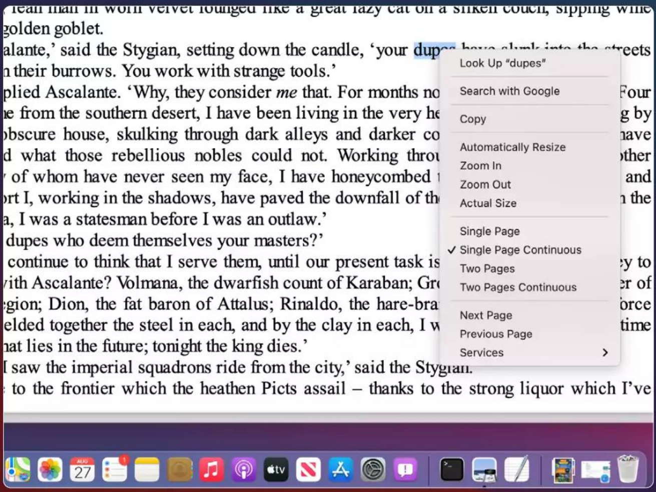
13 Safari offers a Picture-in-Picture mode so you can watch a video while doing something else. To use it, right-click twice on the video and choose Picture-in-Picture from the menu.

6898060-1080p-fantasy-wallpapers....
Search

14 You can take screenshots by pressing Shift + Cm + 3, and you can take selective area screenshots by pressing Shift + Command + 4, then drag the crosshairs to select the area you want to capture.


Preferences
Edit
View
Window
Help
Black Dog Media Ltd
Trackpad
Point & Click
Scroll & Zoom
More Gestures
Look up & data detectors
Tap with three fingers
Secondary click
Click with two fingers
Tap to click
Tap with one finger
Tracking speed
Slow
Fast
Set Up Bluetooth Trackpad...
?

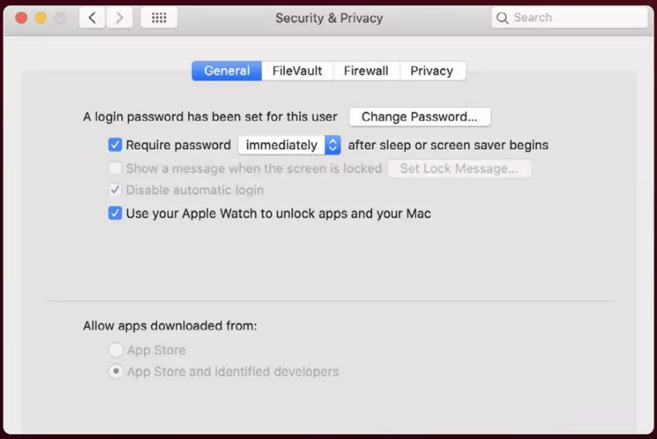
15 If you own a Mac with a Force Touch Trackpad, then you're able to get previews of websites or YouTube videos by clicking and holding on the website link or YouTube video.



golden goblet.
alante,' said the Stygian, setting down the candle, 'your dup
n their burrows. You work with strange tools.'
plied Ascalante. 'Why, they consider *me* that. For months no Four
e from the southern desert, I have been living in the very he g by
bscure house, skulking through dark alleys and darker co have
d what those rebellious nobles could not. Working throu other
of whom have never seen my face, I have honeycombed and
rt I, working in the shadows, have paved the downfall of th n the
a, I was a statesman before I was an outlaw.'
dupes who deem themselves your masters?'
continue to think that I serve them, until our present task is y to
ith Ascalante? Volmana, the dwarfish count of Karaban; Gr er of
gion; Dion, the fat baron of Attalus; Rinaldo, the hare-bra force
elded together the steel in each, and by the clay in each, I w time
at lies in the future; tonight the king dies.'
I saw the imperial squadrons ride from the city,' said the Stygian.
to the frontier which the heathen Picts assail – thanks to the strong liquor which I've

Look Up "dupes"
Search with Google
Copy
Automatically Resize
Zoom In
Zoom Out
Actual Size
Single Page
✓ Single Page Continuous
Two Pages
Two Pages Continuous
Next Page
Previous Page
Services

16 Also, when using a Force Touch Trackpad, if you see a word you're not familiar with, you can highlight it then press down to get a dictionary definition right there on the screen.



Security & Privacy

General | FileVault | Firewall | Privacy

A login password has been set for this user [Change Password...]

☑ Require password [immediately] after sleep or screen saver begins

☐ Show a message when the screen is locked [Set Lock Message...]

☑ Disable automatic login

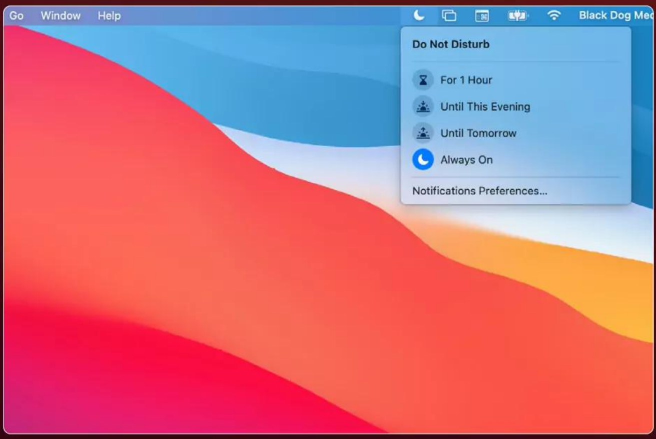
☑ Use your Apple Watch to unlock apps and your Mac

Allow apps downloaded from:

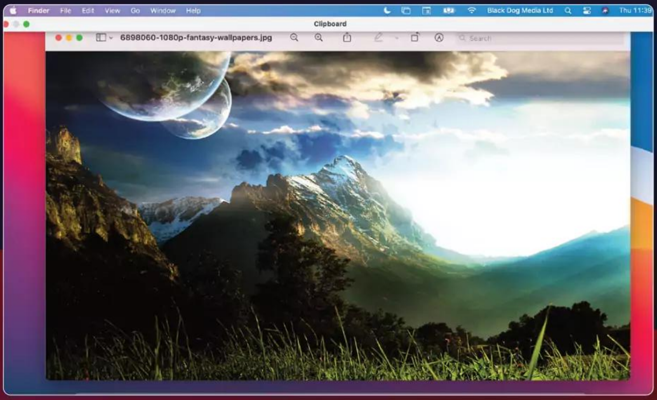
○ App Store

● App Store and identified developers

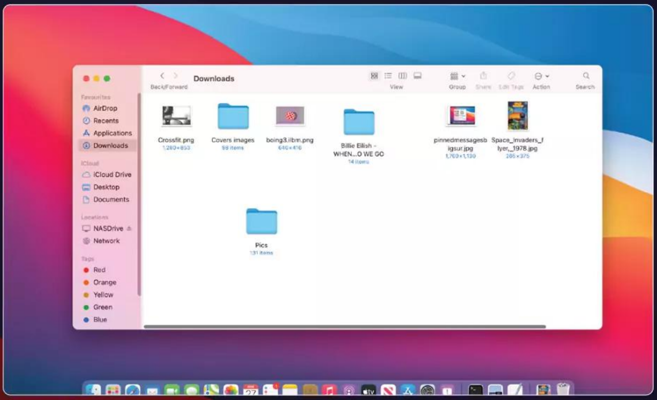
17 If you own an Apple Watch then you're able to unlock your Mac by raising your arm as if to view the time. You'll need to set up the process in **System Preferences > Security & Privacy** first though.


Go
Window
Help
Black Dog Med
Do Not Disturb
For 1 Hour
Until This Evening
Until Tomorrow
Always On
Notifications Preferences...

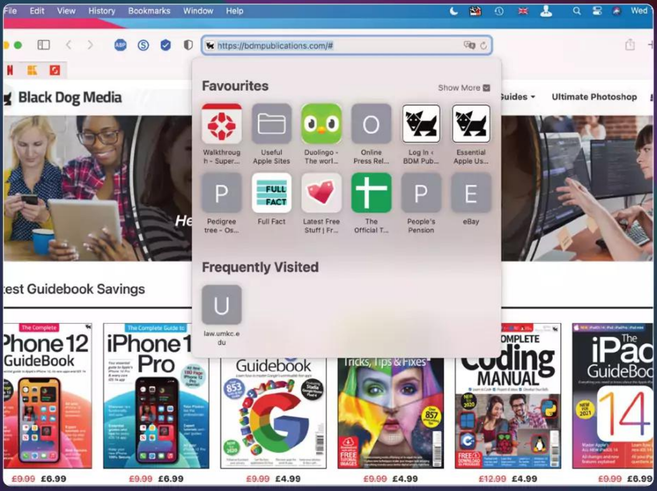
18 If you hold down the Option key, then click on the date/time icon in the top-right of the desktop, you can immediately activate Do Not Disturb mode. You can tell by the crescent moon icon in the top menu bar appearing.


Finder File Edit View Go Window Help
Clipboard
6898060-1080p-fantasy-wallpapers.jpg

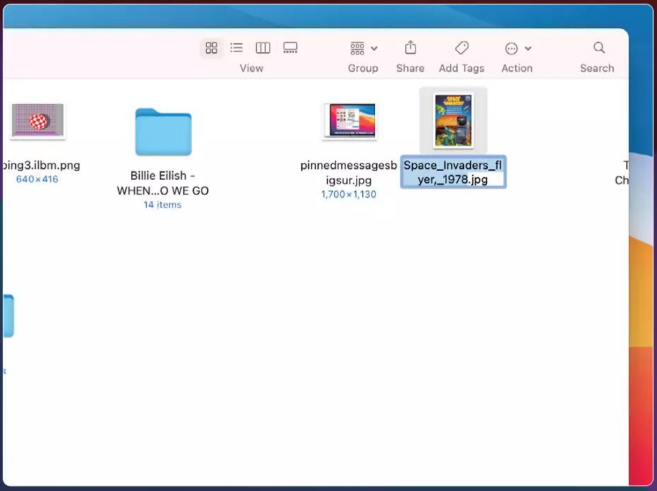
19 To add to the screenshots tips, if you hold the Control key while taking a screenshot – for example: Control + Shift + Command + 3, the capture will be sent to the clipboard as opposed to a file on the desktop.


Downloads
AirDrop
Recents
Applications
Downloads
iCloud Drive
Desktop
Documents
NASDrive
Network
Red
Orange
Yellow
Green
Blue
Pics

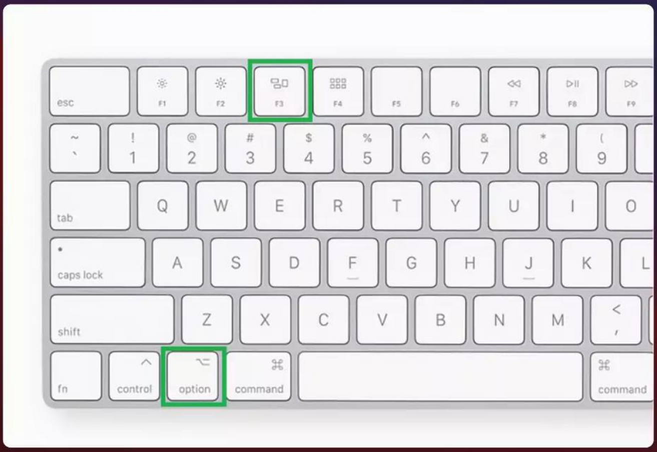
20 If you hold the Option key while resizing a window, it will resize it from the centre as opposed to the corner you're controlling with the mouse. Try it and see; it's a great way to enlarge a window from all sides.


https://bdmpublications.com/#
Favourites
Show More
Black Dog Media
Frequently Visited
est Guidebook Savings

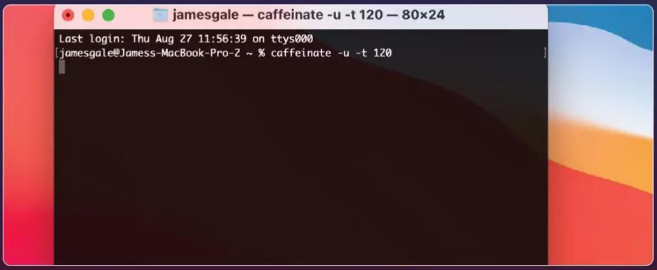
21 Remember, quicker URL copying can be done by pressing Command + L to highlight the URL bar in Safari, then press Command + C to copy the link into the clipboard; to be used in other apps.


View
Group
Share
Add Tags
Action
Search
bing3.ilbm.png
640×416
Billie Eilish - WHEN...O WE GO
14 items
pinnedmessagesb igsur.jpg
1,700×1,130
Space_Invaders_flyer,_1978.jpg

22 If you Force Touch on a folder or file name, you can quickly rename it. Also, if you Force Touch on a folder or file icon, you are shown a preview of its contents showing how many items it contains and other useful info.


esc
F3
control
option
command

23 Use your F-keys to get quick access to functions such as Mission Control, screen brightness, volume settings and more. Also, press the Control button together with a Function key for more options.



```
jamesgale — caffeinate -u -t 120 — 80×24
Last login: Thu Aug 27 11:56:39 on ttys000
jamesgale@James-MacBook-Pro-2 ~ % caffeinate -u -t 120
```

24 If you want to override the sleep settings on your Mac, drop into a Terminal session and enter the following command:

```
caffeinate
```

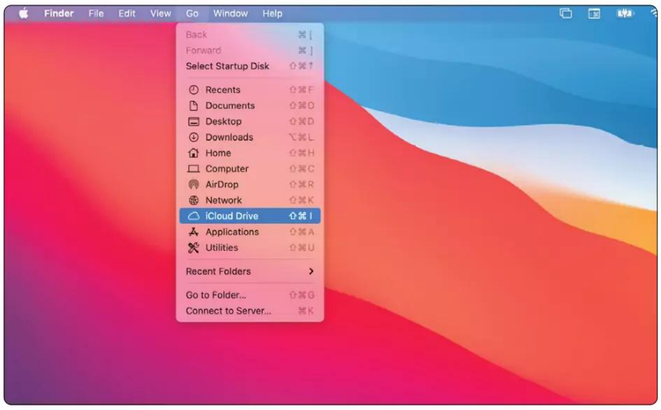
Enter Ctrl + C to end the program or you can specify a time limit with:

```
caffeinate -u -t [number of seconds]
```

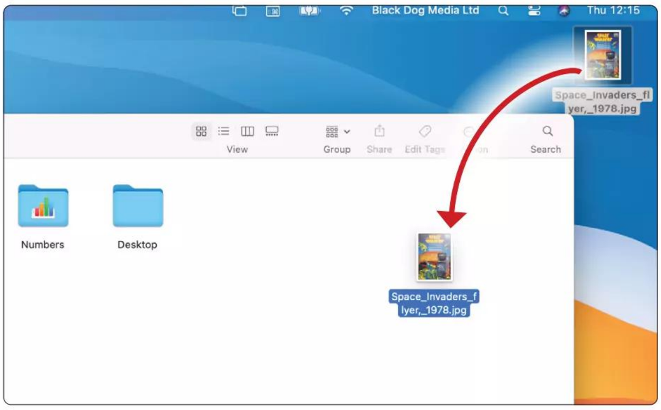
Using iCloud For Storage & Syncing

iCloud is Apple's foothold in the modern cloud services market. It's robust and features excellent georedundancy (meaning if an iCloud server goes down, there's another somewhere in the world to pick up), and is more than capable to handle the average user's needs.

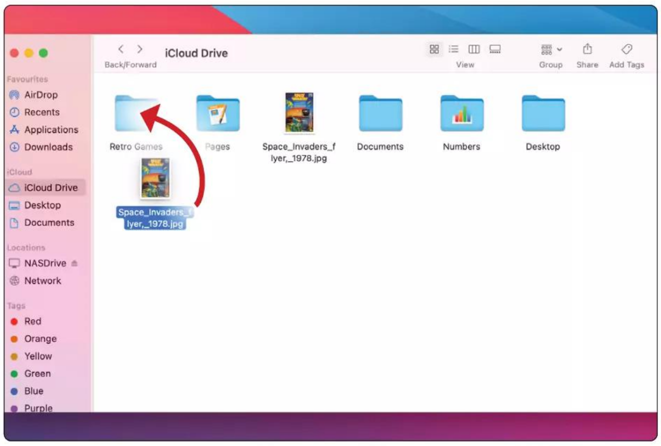
Storing Your Documents in iCloud


Finder
File
Edit
View
Go
Window
Help
Back
Forward
Select Startup Disk
Recents
Documents
Desktop
Downloads
Home
Computer
AirDrop
Network
iCloud Drive
Applications
Utilities
Recent Folders
Go to Folder...
Connect to Server...

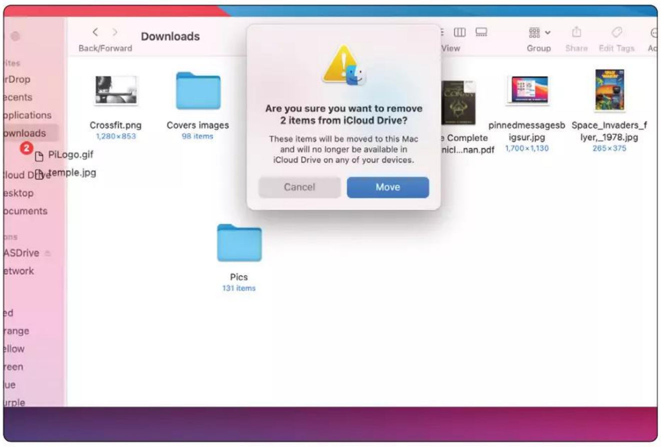
1 Click on your desktop to open Finder, then open iCloud Drive from the Go menu. You may need to log into iCloud using your Apple ID. You'll see a Finder window showing the contents of your iCloud drive folder, with folders for some apps that store output in iCloud.


Black Dog Media Ltd
Thu 12:15
Space_Invaders_flyer,_1978.jpg
View
Group
Share
Edit Tags
Search
Numbers
Desktop
Space_Invaders_flyer,_1978.jpg

2 To save files of any type into your iCloud Drive folder, simply drag them from their current location (in this screenshot, that's the desktop) and drop them in the open iCloud window. They are now stored remotely and accessible from any connected Apple device.


iCloud Drive
Back/Forward
View
Group
Share
Add Tags
Favourites
AirDrop
Recents
Applications
Downloads
iCloud
iCloud Drive
Desktop
Documents
Locations
NASDrive
Network
Tags
Red
Orange
Yellow
Green
Blue
Purple
Retro Games
Pages
Space_Invaders_flyer,_1978.jpg
Documents
Numbers
Desktop
Space_Invaders_flyer,_1978.jpg

3 You can organise your iCloud folder like any other folder, including creating new folders within it. To move files into a new folder in your iCloud Drive, just drag and drop them to where you want them, just like you would with any other Finder folder.

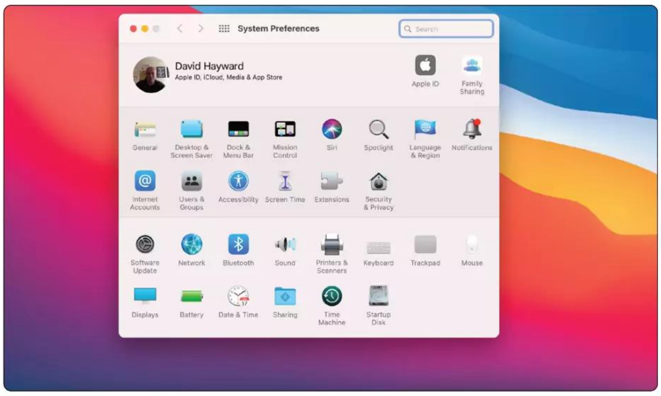

Downloads
Back/Forward
View
Group
Share
Edit Tags
Crossfit.png
1,280×853
Covers images
98 items
PiLogo.gif
temple.jpg
Pics
131 items
Complete
pinnedmessagesbigsur.jpg
1,700×1,130
Space_Invaders_flyer,_1978.jpg
265×375
Cancel
Move

Are you sure you want to remove 2 items from iCloud Drive?

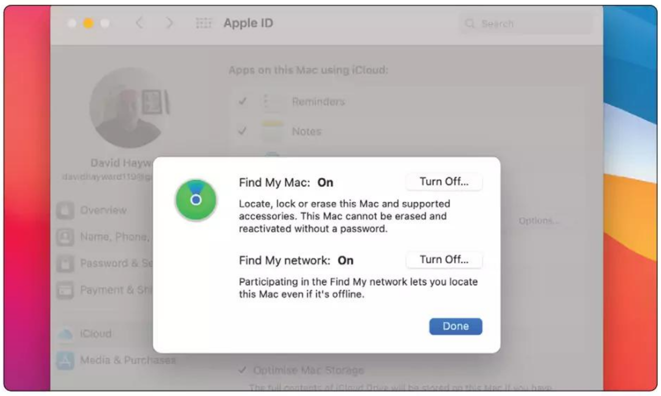
These items will be moved to this Mac and will no longer be available in iCloud Drive on any of your devices.

4 To move files out of iCloud storage and back to your hard drive, drag them out of the iCloud folder and onto your desktop or into a folder that isn't in your iCloud Drive. Confirm the move when you're asked to and the files are removed from your iCloud storage.

Find My Mac


System Preferences
David Hayward
Apple ID, iCloud, Media & App Store
Apple ID
Family Sharing
General
Desktop & Screen Saver
Dock & Menu Bar
Mission Control
Siri
Spotlight
Language & Region
Notifications
Internet Accounts
Users & Groups
Accessibility
Screen Time
Extensions
Security & Privacy
Software Update
Network
Bluetooth
Sound
Printers & Scanners
Keyboard
Trackpad
Mouse
Displays
Battery
Date & Time
Sharing
Time Machine
Startup Disk

1 Find My Mac is an excellent feature that could help you find a lost or stolen Mac, as long as it has recently been connected to the Internet. First, you need to set it up. Open System Preferences, either from the Apple menu or from the Dock or Launchpad.


Apple ID
Apps on this Mac using iCloud:
Reminders
Notes
Optimise Mac Storage

Find My Mac: **On** Turn Off...

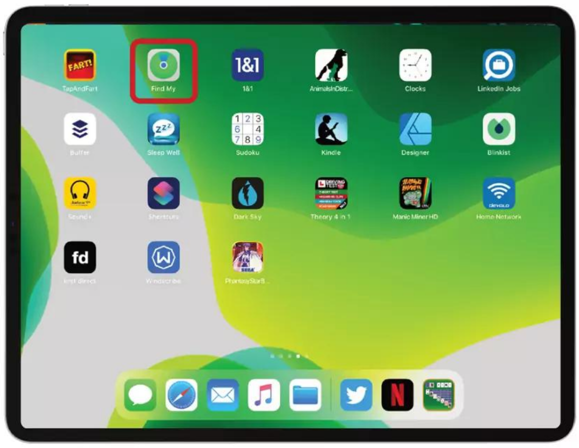
Locate, lock or erase this Mac and supported accessories. This Mac cannot be erased and reactivated without a password.

Find My network: **On** Turn Off...

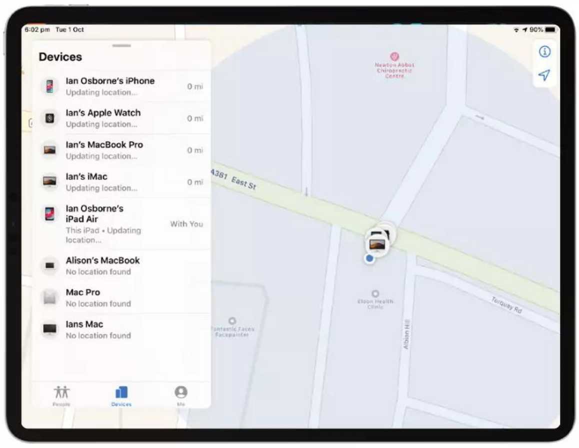
Participating in the Find My network lets you locate this Mac even if it's offline.

Done

2 Click the Apple ID preference pane and then the iCloud option in the left-hand toolbar. If you aren't already signed in, do so now. In the right-hand column, make sure the Find My Mac option is ticked. Click Options and make sure Find My Mac and Find My Network are both on.


Find My
1&1
Clocks
LinkedIn Jobs
Sudoku
Kindle
Designer
Blinkist

3 To locate a stolen or mislaid Mac using an iPhone or iPad, open the Find My app or Find My iPhone if you're using iOS 12 or earlier. Again, you need to be signed into iCloud, with the same ID as the Mac you're trying to locate. You can use this app to find other types of Apple devices too.

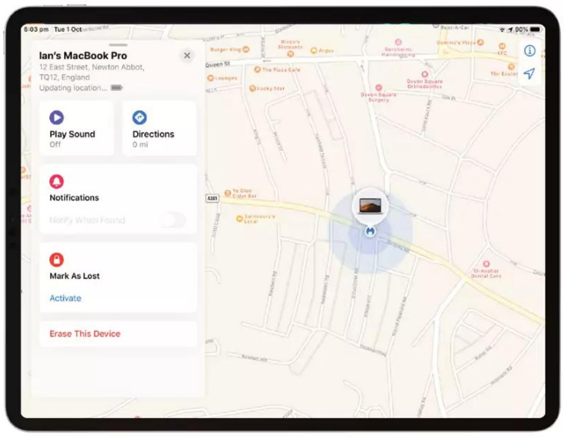

6:02 pm Tue 1 Oct

Devices

Ian Osborne's iPhone Updating location...	0 mi
Ian's Apple Watch Updating location...	0 mi
Ian's MacBook Pro Updating location...	0 mi
Ian's iMac Updating location...	0 mi
Ian Osborne's iPad Air This iPad • Updating location...	With You
Alison's MacBook No location found	
Mac Pro No location found	
Ians Mac No location found	

People
Devices
Me
4381 East St

4 Tap the Devices icon in the bottom left corner and you're shown a list of Apple devices signed into the same Apple ID as the device you're using. The list is shown down the left-hand side. Tap an item to show its current location on the map.


6:03 pm Tue 1 Oct

Ian's MacBook Pro
12 East Street, Newton Abbot,
TQ12, England
Updating location...

Play Sound
Off

Directions
0 mi

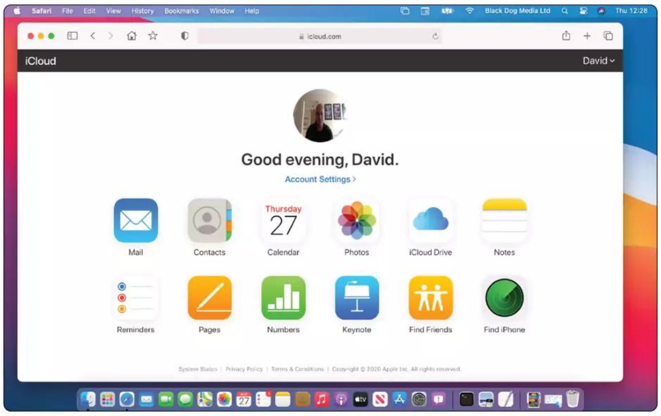
Notifications
Notify When Found

Mark As Lost
Activate

Erase This Device

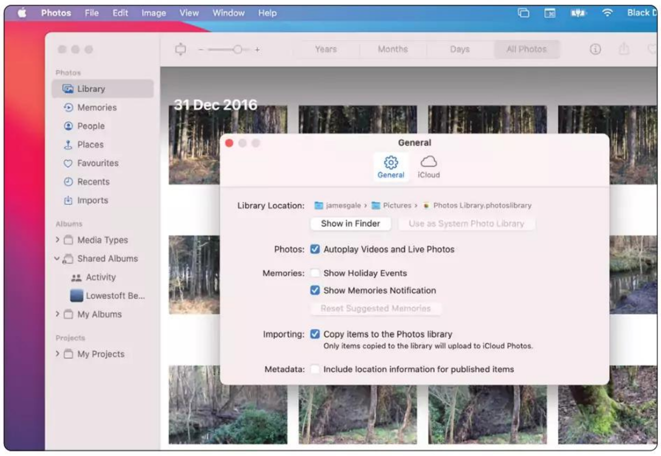
Queen St
A381

5 Tap a device on the map for more options. Tapping a device that can't be located in the sidebar also gives you these options. You can make the device play a sound, lock it or wipe it remotely. If it's not located, you can get a notification next time it goes online.


Safari
File
Edit
View
History
Bookmarks
Window
Help
icloud.com
iCloud
David
Good evening, David.
Account Settings >
Mail
Contacts
Thursday
27
Calendar
Photos
iCloud Drive
Notes
Reminders
Pages
Numbers
Keynote
Find Friends
Find iPhone

6 You can also use Find My Mac from any device with a web browser and an Internet connection. Just go to www.icloud.com and sign in with your Apple ID. On the menu screen click on Find My iPhone and then use it just like you do on your iOS devices.

iCloud Photos


Photos
File
Edit
Image
View
Window
Help
Library
Memories
People
Places
Favourites
Recents
Imports
Media Types
Shared Albums
Activity
Lowestoft Be...
My Albums
My Projects
Years
Months
Days
All Photos
31 Dec 2016
General
iCloud
Show in Finder
Use as System Photo Library
Reset Suggested Memories

General

Library Location: jamesgale › Pictures › Photos Library.photoslibrary

Photos: ☑ Autoplay Videos and Live Photos

Memories: ☐ Show Holiday Events

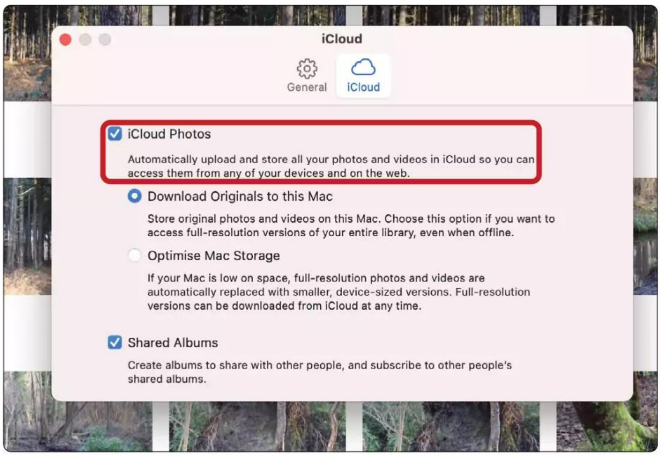
☑ Show Memories Notification

Importing: ☑ Copy items to the Photos library

Only items copied to the library will upload to iCloud Photos.

Metadata: ☐ Include location information for published items

1 To enable iCloud Photo Library on your Mac, first of all, open the Photos app and in the Photos pull-down menu, select Preferences as shown, to get the Preferences window.


General
iCloud

iCloud

☑ iCloud Photos

Automatically upload and store all your photos and videos in iCloud so you can access them from any of your devices and on the web.

● Download Originals to this Mac

Store original photos and videos on this Mac. Choose this option if you want to access full-resolution versions of your entire library, even when offline.

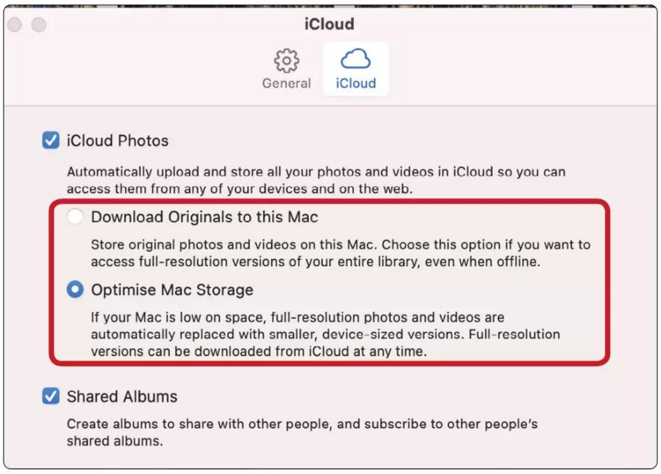
○ Optimise Mac Storage

If your Mac is low on space, full-resolution photos and videos are automatically replaced with smaller, device-sized versions. Full-resolution versions can be downloaded from iCloud at any time.

☑ Shared Albums

Create albums to share with other people, and subscribe to other people's shared albums.

2 In the Preferences window, click on iCloud and then check the box labelled iCloud Photos. Your photos are uploaded to your iCloud. This may take some time.


General
iCloud

iCloud

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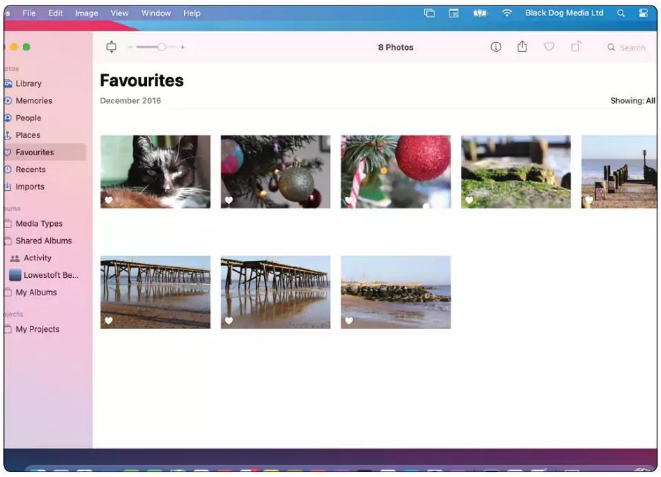
☑ Shared Albums

Create albums to share with other people, and subscribe to other people's shared albums.

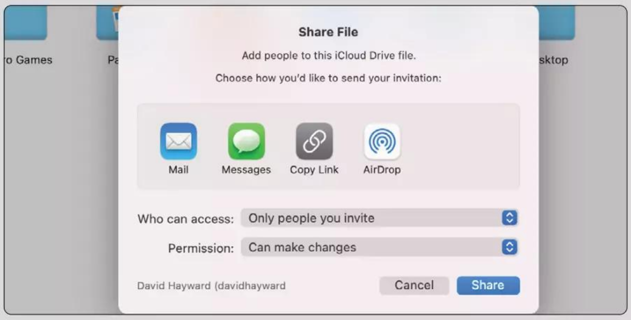
3 You can choose between 'Download Originals to this Mac', to keep a backup copy of your library on your Mac and 'Optimise Mac Storage' to leave it all on the cloud.


File
Edit
Image
View
Window
Help
Black Dog Media Ltd
8 Photos
Search
Library
Memories
People
Places
Favourites
Recents
Imports
Media Types
Shared Albums
Activity
Lowestoft Be...
My Albums
My Projects
Favourites
December 2016
Showing: All

4 Now do the same on any other Macs you have. Any duplicates should be resolved by iCloud as you go. Naturally, you only need a backup of your library on one Mac.

Sharing an iCloud File.

You can share a file in your iCloud Drive just by sending someone a link. Right or Ctrl-Click on the file and select Share > Share File. From the window that pops up, choose a means of sending the link. You can select whether the people to whom you send the link can make changes to the file or only view it.


o Games
Pa
sktop
Mail
Messages
Copy Link
AirDrop
Cancel
Share

Share File

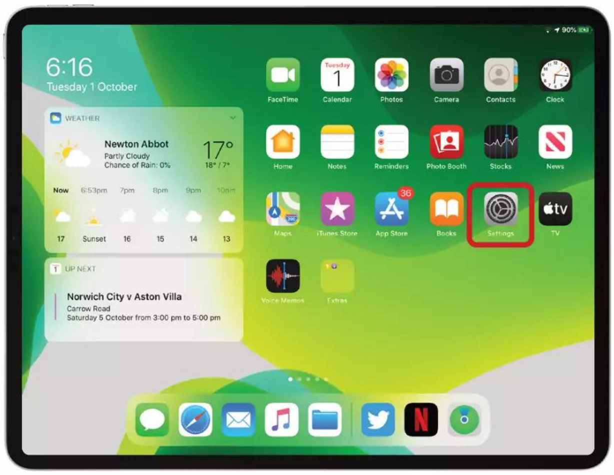
Add people to this iCloud Drive file.

Choose how you'd like to send your invitation:

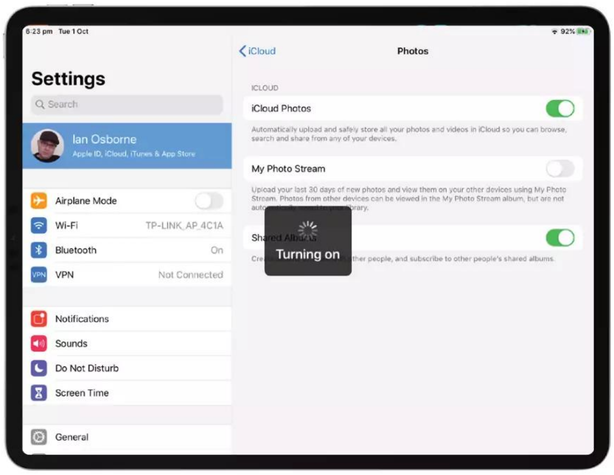
Who can access: Only people you invite

Permission: Can make changes

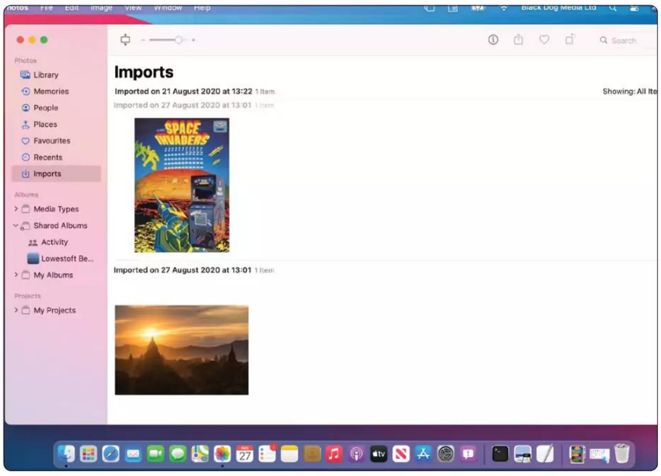
David Hayward (davidhayward


6:16
Tuesday 1 October
WEATHER
Newton Abbot
Partly Cloudy
Chance of Rain: 0%
17°
18° / 7°
UP NEXT
Norwich City v Aston Villa
Carrow Road
Saturday 5 October from 3:00 pm to 5:00 pm
FaceTime
Calendar
Photos
Camera
Contacts
Clock
Home
Notes
Reminders
Photo Booth
Stocks
News
Maps
iTunes Store
App Store
Books
Settings
TV
Voice Memos
Extras

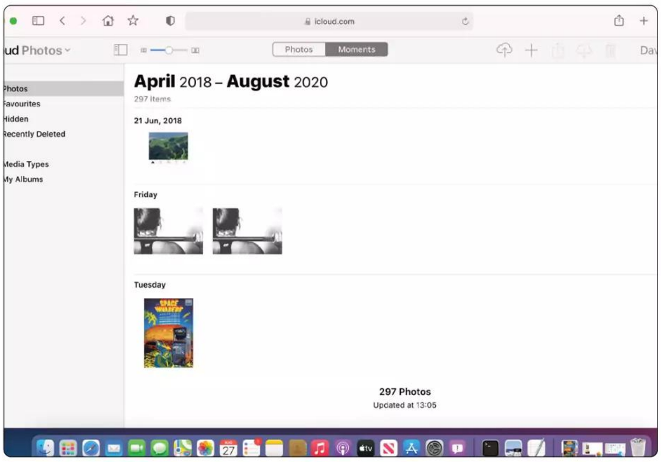
5 To sync your iOS device's Photos app with your iCloud Photo Library, first open the Settings app from the Home screen. It's the one that looks like a machine cog.


6:23 pm Tue 1 Oct
92%
Settings
Search
Ian Osborne
Apple ID, iCloud, iTunes & App Store
Airplane Mode
Wi-Fi TP-LINK_AP_4C1A
Bluetooth On
VPN Not Connected
Notifications
Sounds
Do Not Disturb
Screen Time
General
iCloud
Photos
ICLOUD
iCloud Photos
Automatically upload and safely store all your photos and videos in iCloud so you can browse, search and share from any of your devices.
My Photo Stream
Shared Albums
ther people, and subscribe to other people's shared albums.
Turning on

6 Click your name at the top of the left column, then iCloud in the right. Click Photos and switch on iCloud Photo Library to enable syncing and upload your device's photos to iCloud.


Library
Memories
People
Places
Favourites
Recents
Imports
Albums
Media Types
Shared Albums
Activity
Lowestoft Be...
My Albums
Projects
My Projects
Imports
Imported on 21 August 2020 at 13:22
Imported on 27 August 2020 at 13:01
Showing: All Ite
Search

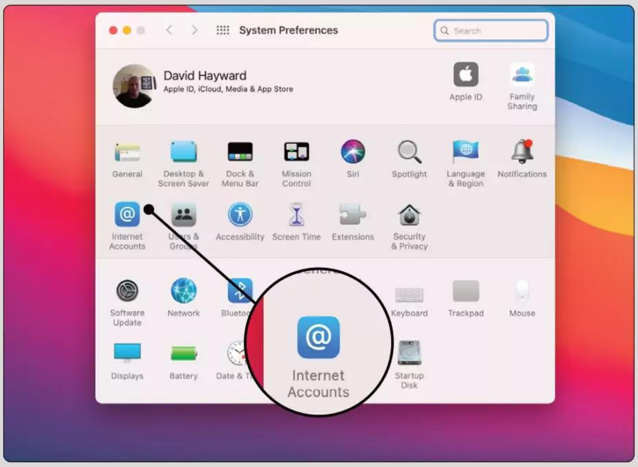
7 All your photos are shown as thumbnails and you can select and import them. Here you can see a collection of photos imported to our Mac using iCloud Photo Library.


icloud.com
ud Photos
Photos
Moments
Photos
Favourites
Hidden
Recently Deleted
Media Types
My Albums
April 2018 – August 2020
297 Items
21 Jun, 2018
Friday
Tuesday
297 Photos
Updated at 13:05

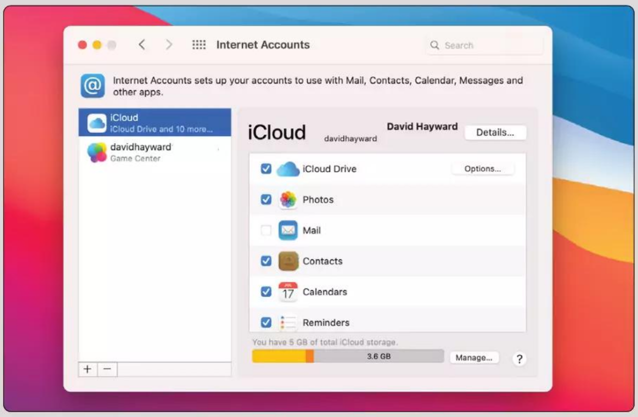
8 You can also review your photos from any computer with a web browser. Just go to www.icloud.com, log into your iCloud account and open the Photos web application.

Syncing Apps in iCloud.

You can sync apps such as Mail, Contacts and Notes in iCloud, so edits made on one device also appear on others.


System Preferences
Search
David Hayward
Apple ID, iCloud, Media & App Store
Apple ID
Family Sharing
General
Desktop & Screen Saver
Dock & Menu Bar
Mission Control
Siri
Spotlight
Language & Region
Notifications
Internet Accounts
Users & Groups
Accessibility
Screen Time
Extensions
Security & Privacy
Software Update
Network
Bluetooth
Keyboard
Trackpad
Mouse
Displays
Battery
Date & Time
Startup Disk
Internet Accounts

Open System Preferences, through the Apple menu, the Dock or the Applications Folder. It doesn't matter which. Click on Internet Accounts, which is next to the iCloud icon.


Internet Accounts
Search
iCloud
iCloud Drive and 10 more...
davidhayward
Game Center
David Hayward
davidhayward
Details...
Options...
3.6 GB
Manage...

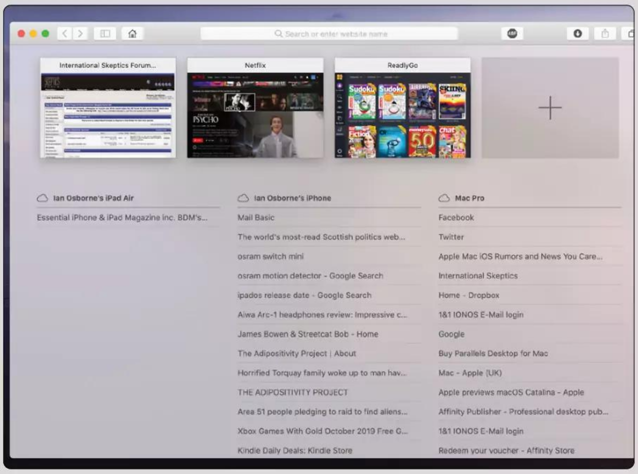
Internet Accounts sets up your accounts to use with Mail, Contacts, Calendar, Messages and other apps.

iCloud

- ☑ iCloud Drive
- ☑ Photos
- ☐ Mail
- ☑ Contacts
- ☑ Calendars
- ☑ Reminders

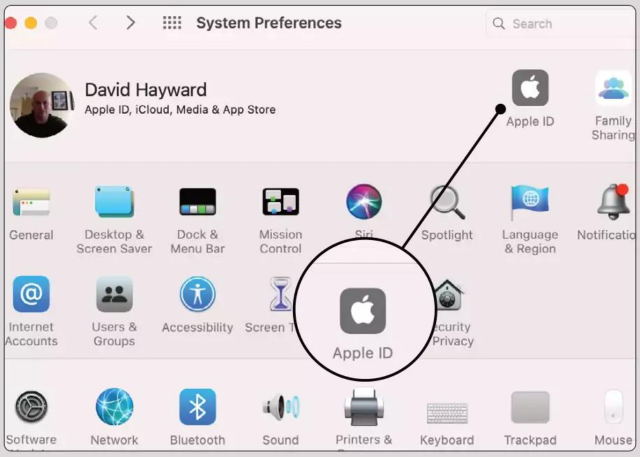
You have 5 GB of total iCloud storage.

Click on the iCloud option in the left sidebar to see which apps are currently set to sync via your iCloud account. If any are unticked that you want to sync, tick them.

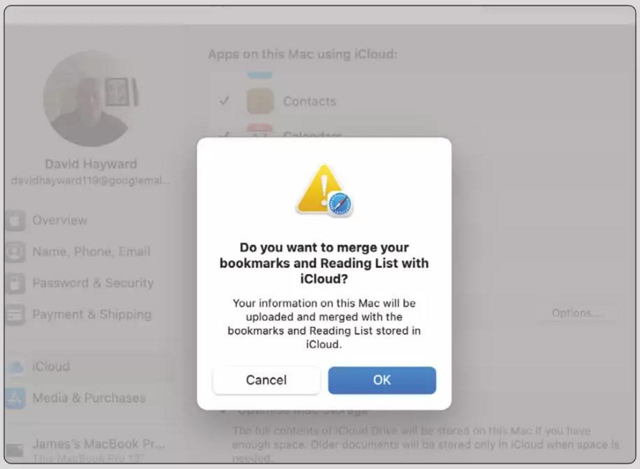

Search or enter website name
International Skeptics Forum...
Netflix
ReadlyGo
Ian Osborne's iPad Air
Essential iPhone & iPad Magazine inc. BDM's...
Ian Osborne's iPhone
Mail Basic
The world's most-read Scottish politics web...
osram switch mini
osram motion detector - Google Search
ipados release date - Google Search
Aiwa Arc-1 headphones review: Impressive c...
James Bowen & Streetcat Bob - Home
The Adipositivity Project | About
Horrified Torquay family woke up to man hav...
THE ADIPOSITIVITY PROJECT
Area 51 people pledging to raid to find aliens...
Xbox Games With Gold October 2019 Free G...
Kindle Daily Deals: Kindle Store
Mac Pro
Facebook
Twitter
Apple Mac iOS Rumors and News You Care...
International Skeptics
Home - Dropbox
1&1 IONOS E-Mail login
Google
Buy Parallels Desktop for Mac
Mac - Apple (UK)
Apple previews macOS Catalina - Apple
Affinity Publisher - Professional desktop pub...
1&1 IONOS E-Mail login
Redeem your voucher - Affinity Store

Your chosen apps are now synchronised across all your Apple devices signed into the same iCloud account, as long as those devices are also set to sync the same data.

Safari in iCloud.


System Preferences
Search
David Hayward
Apple ID, iCloud, Media & App Store
Apple ID
Family Sharing
General
Desktop & Screen Saver
Dock & Menu Bar
Mission Control
Siri
Spotlight
Language & Region
Notifications
Internet Accounts
Users & Groups
Accessibility
Screen Time
Apple ID
Security & Privacy
Software Update
Network
Bluetooth
Sound
Printers & Scanners
Keyboard
Trackpad
Mouse

To let iCloud share all your information from Safari across your devices, first of all, open System Preferences and click on the Apple ID icon in the top row. Now click on iCloud in the left-hand sidebar.

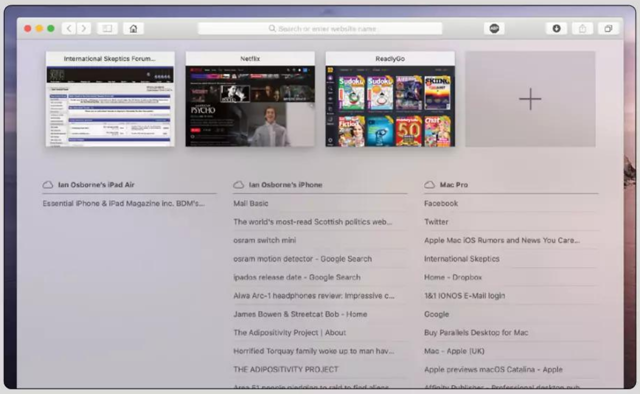


Do you want to merge your bookmarks and Reading List with iCloud?

Your information on this Mac will be uploaded and merged with the bookmarks and Reading List stored in iCloud.

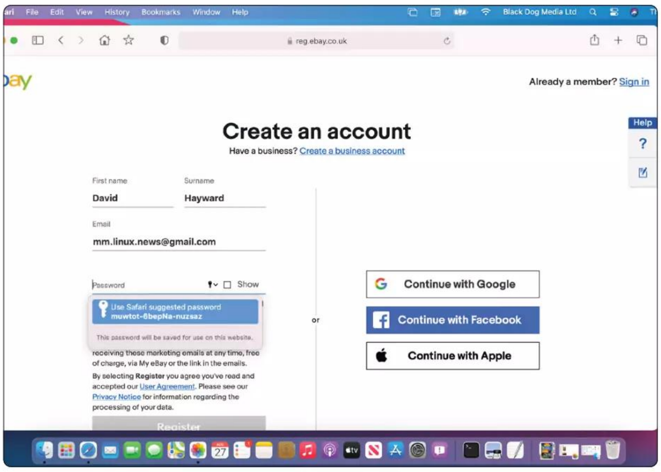
Cancel
OK
Apps on this Mac using iCloud:
Contacts
David Hayward
Overview
Name, Phone, Email
Password & Security
Payment & Shipping
iCloud
Media & Purchases
James's MacBook Pro

Find Safari and check its checkbox. You can now access your bookmarks and reading list on your other Apple devices, as long as they're linked to the same iCloud account and also have Safari ticked. Click OK to merge information, should the box appear.

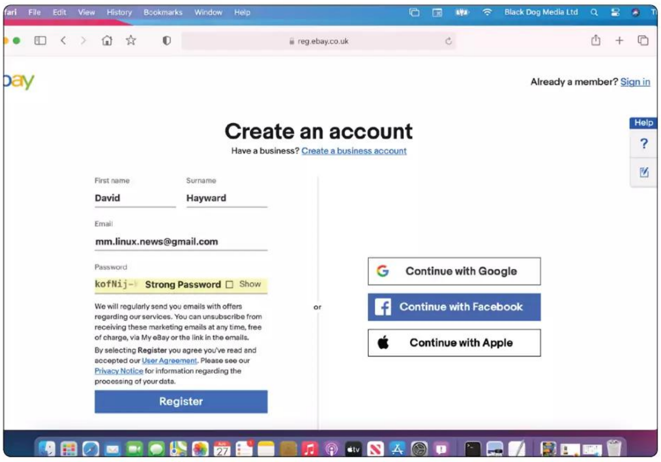


If you have tabs open in Safari on another Mac or iOS device, you can access them on your Mac via the cloud. In Safari, click the tabs icon (top right) and scroll down to see your other devices' open tabs.

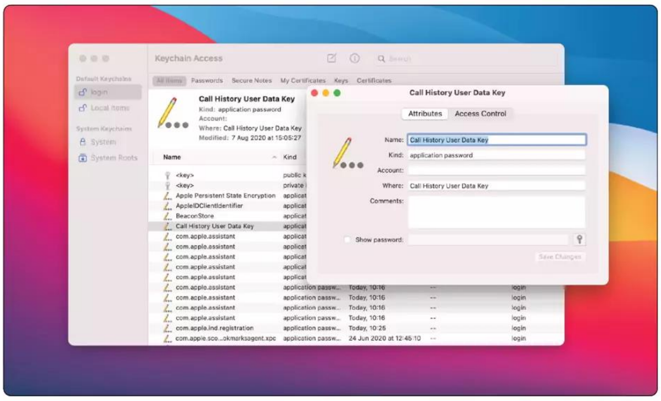
iCloud Keychain


Already a member? Sign in
Create an account
Have a business? Create a business account
First name
David
Surname
Hayward
Email
mm.linux.news@gmail.com
Password
Show
Use Safari suggested password
or
Continue with Google
Continue with Facebook
Continue with Apple
Help

1 When you sign up for an account on a website in Safari, maybe to join a forum or register for a newsletter, Safari suggests a password to use. You can use that password at the click of a button.

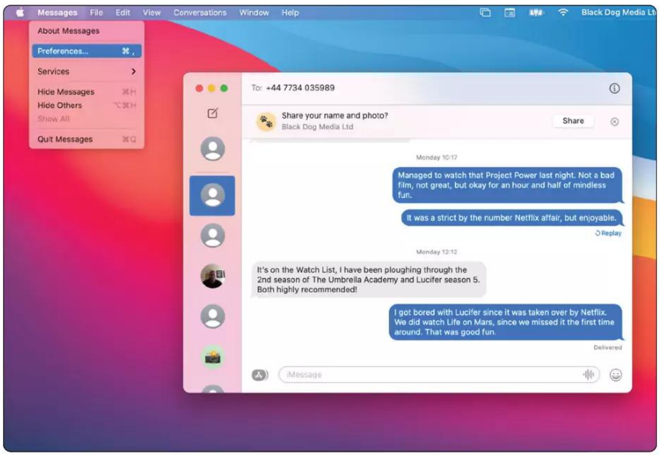

Already a member? Sign in
Create an account
Have a business? Create a business account
First name
David
Surname
Hayward
Email
mm.linux.news@gmail.com
Password
Strong Password
Show
Register
or
Continue with Google
Continue with Facebook
Continue with Apple
Help

2 It's then saved to your iCloud Keychain and synced across your Apple devices. If you ever need to see your password, open the Keychain Access app (it's in the Applications > Utilities folder).


Keychain Access
Call History User Data Key
Attributes
Access Control
Name:
Kind:
Account:
Where:
Comments:
Show password:
Save Changes

3 Find and double-click on the account you wish to view, then in the pop-up window, click the Show Password box. Type your admin password in the next window and the password is shown.

Messages in iCloud


Messages
File
Edit
View
Conversations
Window
Help
Black Dog Media Lt
About Messages
Preferences... ⌘ ,
Services
Hide Messages ⌘H
Hide Others ⌥⌘H
Show All
Quit Messages ⌘Q
Share
Replay
Delivered
iMessage

To: +44 7734 035989

Share your name and photo?
Black Dog Media Ltd

Monday 10:17

Managed to watch that Project Power last night. Not a bad film, not great, but okay for an hour and half of mindless fun.

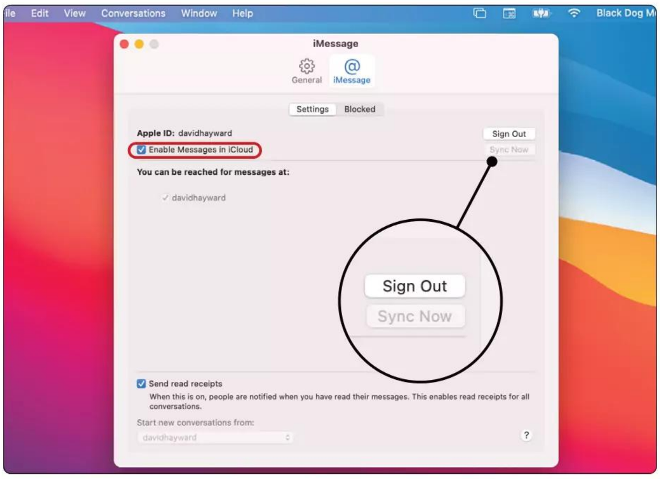
It was a strict by the number Netflix affair, but enjoyable.

Monday 12:12

It's on the Watch List, I have been ploughing through the 2nd season of The Umbrella Academy and Lucifer season 5. Both highly recommended!

I got bored with Lucifer since it was taken over by Netflix. We did watch Life on Mars, since we missed it the first time around. That was good fun.

1 Since macOS Catalina and the newest iPad's operating system, Messages can be synced over iCloud. To activate this on your Mac, open Messages. Under the Messages menu, select Preferences.


Edit
View
Conversations
Window
Help
Black Dog M
iMessage
General
iMessage
Settings
Blocked
Sign Out
Sync Now
Sign Out
Sync Now
?

Apple ID: davidhayward

☑ Enable Messages in iCloud

You can be reached for messages at:

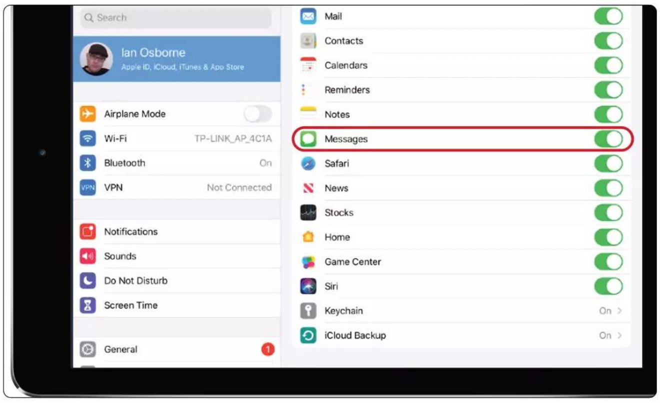
✓ davidhayward

☑ Send read receipts

When this is on, people are notified when you have read their messages. This enables read receipts for all conversations.

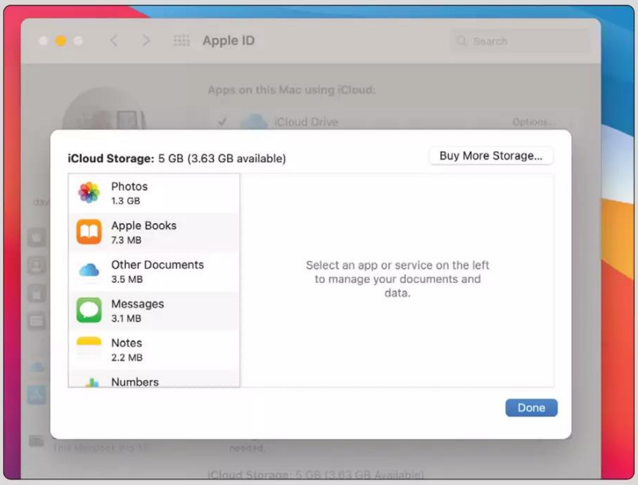
Start new conversations from: davidhayward

2 In the Preferences window, click on the Accounts tab at the top of the window. Make sure Enable Messages in iCloud is checked. You can sync your messages from here by pressing the Sync Now button.


Search
Ian Osborne
Apple ID, iCloud, iTunes & App Store
Airplane Mode
Wi-Fi
TP-LINK_AP_4C1A
Bluetooth
On
VPN
Not Connected
Notifications
Sounds
Do Not Disturb
Screen Time
General
1
Mail
Contacts
Calendars
Reminders
Notes
Messages
Safari
News
Stocks
Home
Game Center
Siri
Keychain
On
iCloud Backup
On

3 On an iPad or iPhone, go to Settings > [Your name] > iCloud, and make sure Messages is switched on. Your messages are now stored on iCloud and synced between all your Macs and iOS devices.

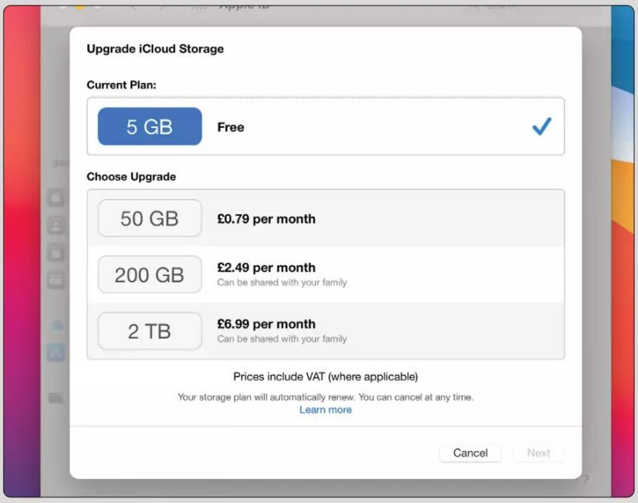
Upgrade Your iCloud Drive.


Apple ID
Search
Apps on this Mac using iCloud:
iCloud Drive
Options...
Buy More Storage...
Select an app or service on the left to manage your documents and data.
Done
iCloud Storage: 5 GB (3.63 GB Available)

iCloud Storage: 5 GB (3.63 GB available)

Photos 1.3 GB
Apple Books 7.3 MB
Other Documents 3.5 MB
Messages 3.1 MB
Notes 2.2 MB
Numbers

To upgrade your iCloud storage, go to System Preferences > Apple ID > iCloud. Click the Manage button (bottom right). From the next screen, you can delete documents and data from your iCloud if you wish.


Apple ID
Cancel
Next
Learn more

Upgrade iCloud Storage

Current Plan:

5 GB Free ✓

Choose Upgrade

50 GB £0.79 per month

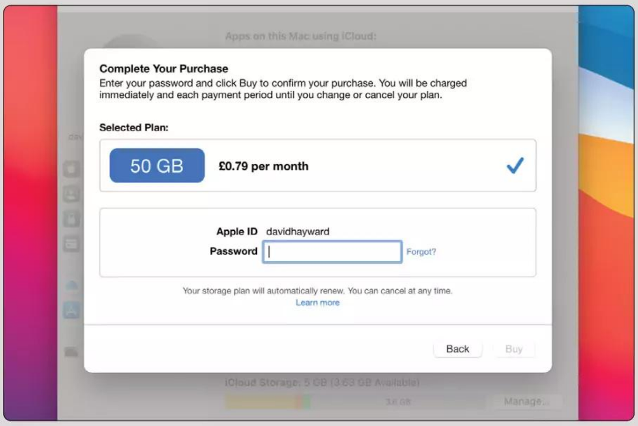
200 GB £2.49 per month
Can be shared with your family

2 TB £6.99 per month
Can be shared with your family

Prices include VAT (where applicable)

Your storage plan will automatically renew. You can cancel at any time.

Click Buy More Storage, in the top right. On the next screen, you're shown your current plan and options to upgrade for a higher monthly fee. Click on one to choose and click Next.


Apps on this Mac using iCloud:
Forgot?
Learn more
Back
Buy
iCloud Storage: 5 GB (3.63 GB Available)
3.6 GB
Manage...

Complete Your Purchase
Enter your password and click Buy to confirm your purchase. You will be charged immediately and each payment period until you change or cancel your plan.

Selected Plan:

50 GB £0.79 per month ✓

Apple ID davidhayward
Password

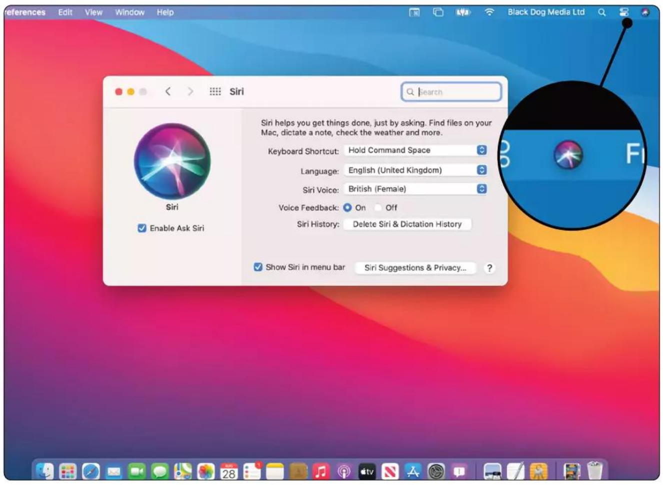
Your storage plan will automatically renew. You can cancel at any time.

You'll need to ensure that the amount per month is available from your Apple account or else you may end up losing access to the newly purchased storage plan.

The Siri Feature
Your Digital PA

Apple's digital personal assistant lets you communicate with your computer by speaking, just like you do with the iPad and iPhone. Siri can organise your day, access your apps and even share a joke or two. Here's a look at what the Siri digital assistant can do for you and your Mac, and how to make the most of it.

Setting Up Siri


Siri helps you get things done, just by asking. Find files on your Mac, dictate a note, check the weather and more.

Keyboard Shortcut: Hold Command Space

Language: English (United Kingdom)

Siri Voice: British (Female)

Voice Feedback: ● On ○ Off

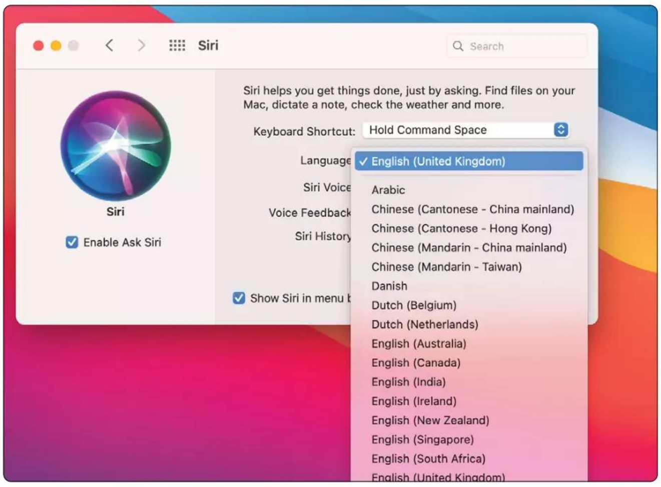
Siri History: Delete Siri & Dictation History

☑ Enable Ask Siri

☑ Show Siri in menu bar

Siri
Search
Siri Suggestions & Privacy...
?
Black Dog Media Ltd

1 You might have activated Siri during the set up procedure. If not, under the Apple menu, select System Preferences. Click on Siri in the bottom row. If it isn't already ticked, click on Enable Siri, on the left. If you want Siri in the menu bar, check that box too.


Siri helps you get things done, just by asking. Find files on your Mac, dictate a note, check the weather and more.

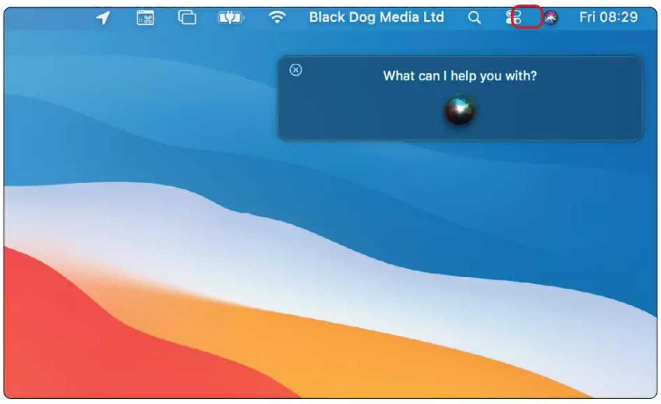
Keyboard Shortcut: Hold Command Space

Language: ✓ English (United Kingdom)

☑ Enable Ask Siri

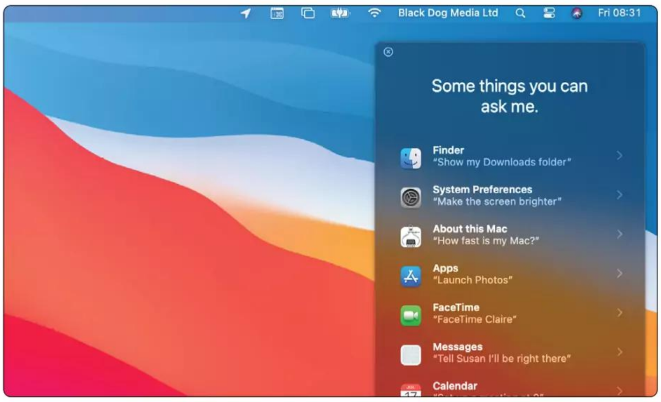
Siri
Search
Siri Voice
Voice Feedback
Siri History
Show Siri in menu b
Arabic
Chinese (Cantonese - China mainland)
Chinese (Cantonese - Hong Kong)
Chinese (Mandarin - China mainland)
Chinese (Mandarin - Taiwan)
Danish
Dutch (Belgium)
Dutch (Netherlands)
English (Australia)
English (Canada)
English (India)
English (Ireland)
English (New Zealand)
English (Singapore)
English (South Africa)
English (United Kingdom)

2 You can change the language that Siri understands and also speaks in using the pull-down menu. You can also change the English language voice from a British male to a female voice and a different accent, and set up a keyboard shortcut for Siri if you wish.


What can I help you with?

Black Dog Media Ltd
Fri 08:29

3 To launch Siri, click on the icon in the Dock, click on the menu bar icon if you've opted for one or press the keyboard shortcut, again if you have one set up. A Siri window appears in the top right corner of the screen.


Some things you can ask me.

Finder "Show my Downloads folder"

System Preferences "Make the screen brighter"

About this Mac "How fast is my Mac?"

Apps "Launch Photos"

FaceTime "FaceTime Claire"

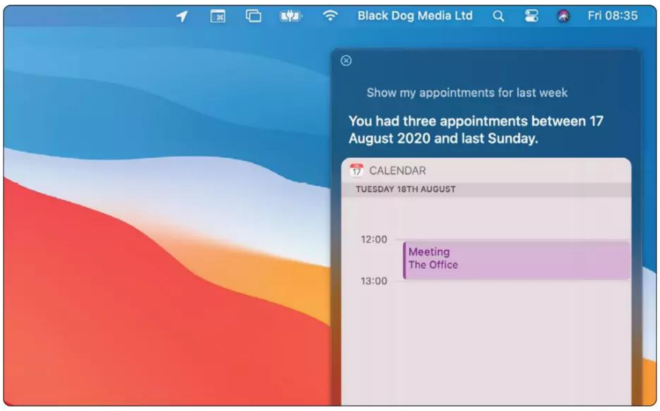
Messages "Tell Susan I'll be right there"

Calendar

Black Dog Media Ltd
Fri 08:31

4 Using Siri requires an Internet connection, so your Mac can send your voice message to Apple's servers to be analysed. If you don't currently have an Internet connection, you cannot use Siri until you take your Mac back online again.

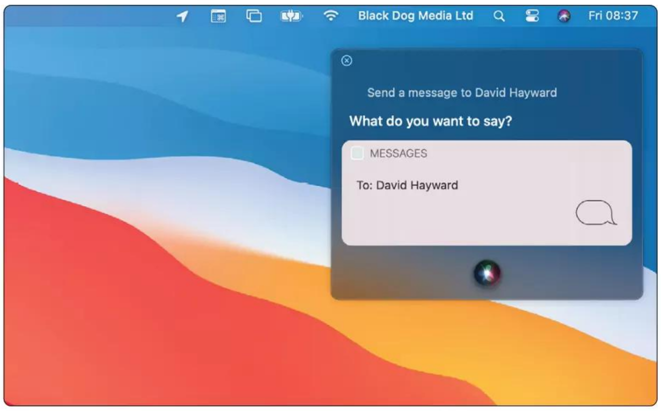
Using Siri



Show my appointments for last week

You had three appointments between 17 August 2020 and last Sunday.

Check Appointments: Siri is great for checking your appointments. You can ask what appointments you have coming up for the rest of the week or month, what's coming up between two dates, and more. Just ask Siri a question in regular English and it will probably understand you perfectly.

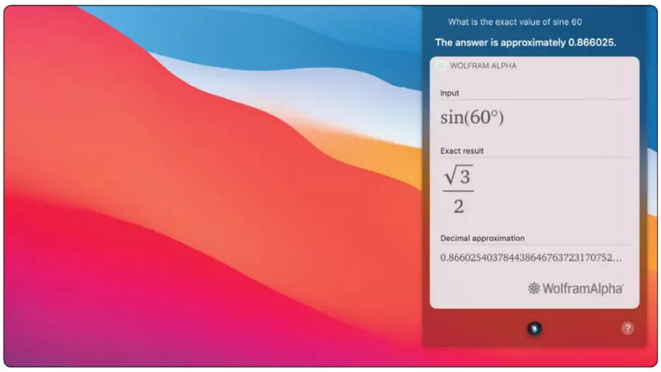


Send a message to David Hayward

What do you want to say?

To: David Hayward

Send a Message: You can send a message using Siri, instead of looking up the person in Contacts and then typing the message itself. Just say, "Send a message to X", and Siri will find the person and ask what you want to say. Speak your message and you can then check and send it.



What is the exact value of sine 60

The answer is approximately 0.866025.

Input

$\sin(60°)$

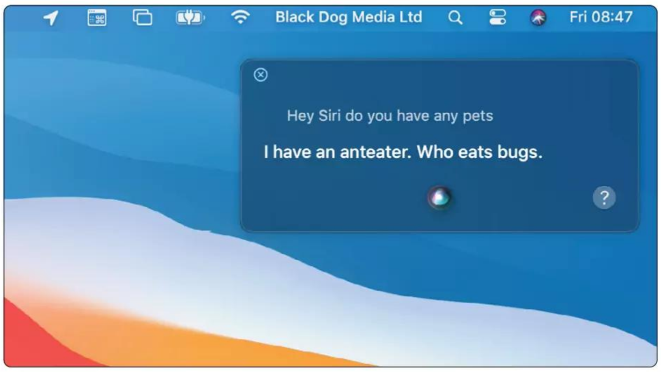
Exact result

$\frac{\sqrt{3}}{2}$

Decimal approximation

0.866025403784438646763723170752...

Calculations: Siri can get information from a lot of macOS's preinstalled apps. For example, you can make calculations and conversions using Siri, which harnesses the power of the Calculator app. Just ask a question and Siri provides the answer.



Hey Siri do you have any pets

I have an anteater. Who eats bugs.

Fun Questions: You can ask Siri a collection of fun questions, such as 'How old are you?', 'Why did Apple make you?' and 'Do you have any pets?'. There are hundreds more and they change regularly, so see if you can hunt them down. And for a laugh, try 'Tell me a joke.

Siri Dictation Commands.

Siri also understands dictation as well as words, so if you are dictating an email, for instance, this useful list of dictation commands that Siri recognises prove very useful. Just "speak the word" and the **action** or **punctuation** is added.

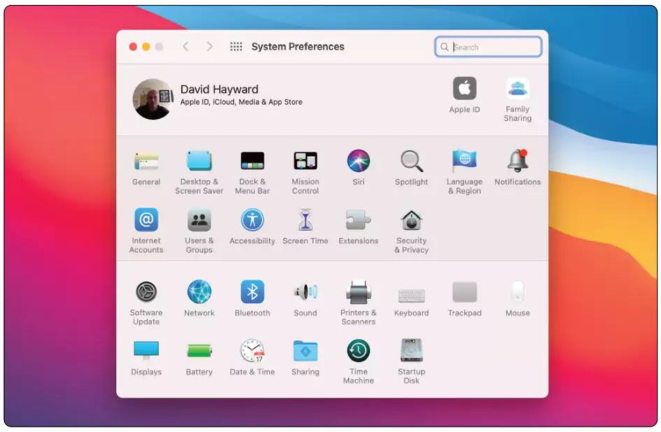
"New line"	**Move to the next line**
"New paragraph"	**Start a new paragraph**
"All caps"	**Make the next word all uppercase**
"All caps on ... all caps off"	**Make part of what you say uppercase**
"No caps"	**Make the next word lowercase**
"No caps on ... no caps off"	**Make sure part of what you say is all lowercase**
"Space bar"	**Prevent a hyphen from appearing in a normally hyphenated word**

.	"Period"
,	"Comma"
'	"Apostrophe"
!	"Exclamation mark"
?	"Question mark"
&	"Ampersand"
*****	"Asterisk"
(	"Open parenthesis"
)	"Close parenthesis"
[	"Open bracket"
]	"Close bracket"
{	"Open brace"
}	"Close brace"
-	"Dash"
-	"Hyphen"
–	"Em dash"
%	"Percent sign"
©	"Copyright sign"
®	"Registered sign"
§	"Section sign"
$	"Dollar sign"
¢	"Cent sign"
£	"Pound Sterling sign"
°	"Degree sign"
^	"Caret"
@	"At sign"
#	"Pound sign"
>	"Greater than sign"
<	"Less than sign"
/	"Forward slash"
\	"Back slash"
|	"Vertical bar"
:-)	"Smiley"
:-(	"Frowny face"
;-)	"Wink"

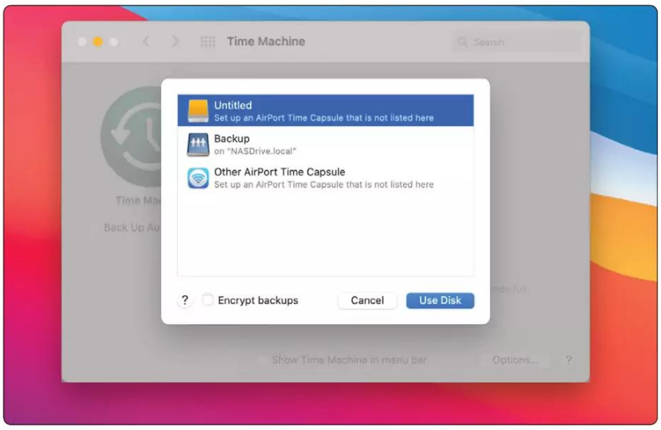
The Time Machine Back Up & Restore

Sadly we're not going to hang out with the Eloi and tackle the Morlocks in these pages, but we can make a solid and reliable backup of the files on our Mac. The Time Machine is, as you suspect, a backup and restore app that could save your data in case of drive problems or accidental deletion. Here's how it works.

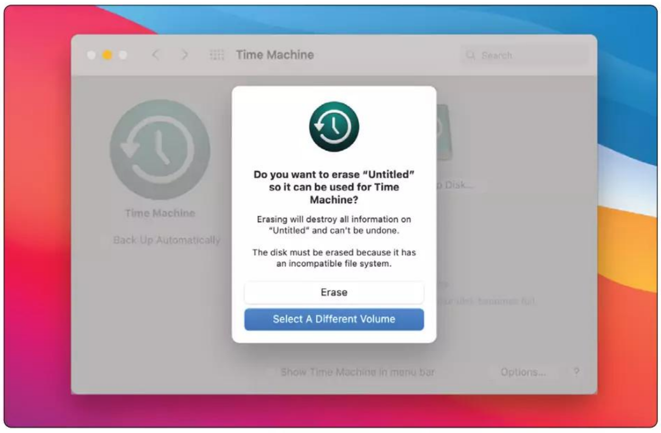
Into the 4th Dimension


System Preferences
Search
David Hayward
Apple ID, iCloud, Media & App Store
Apple ID
Family Sharing
General
Desktop & Screen Saver
Dock & Menu Bar
Mission Control
Siri
Spotlight
Language & Region
Notifications
Internet Accounts
Users & Groups
Accessibility
Screen Time
Extensions
Security & Privacy
Software Update
Network
Bluetooth
Sound
Printers & Scanners
Keyboard
Trackpad
Mouse
Displays
Battery
Date & Time
Sharing
Time Machine
Startup Disk

1 Connect an external hard drive, via USB, FireWire or Thunderbolt, to your Mac. It should be at least the size of your Mac's hard drive. The larger the drive, the further back in time you will be able to store backups. Now open System Preferences and click on Time Machine in the bottom row.


Time Machine
Search
Untitled
Set up an AirPort Time Capsule that is not listed here
Backup
on "NASDrive.local"
Other AirPort Time Capsule
Set up an AirPort Time Capsule that is not listed here
?
☐ Encrypt backups
Cancel
Use Disk
Show Time Machine in menu bar
Options...

2 Click the Select Disk... button and you will be presented with a window listing your connected drives. Select the drive on which you would like to store your backups. If your external drive isn't already formatted as 'Mac OS Extended (Journaled)', Time Machine invites you to erase and reformat it.

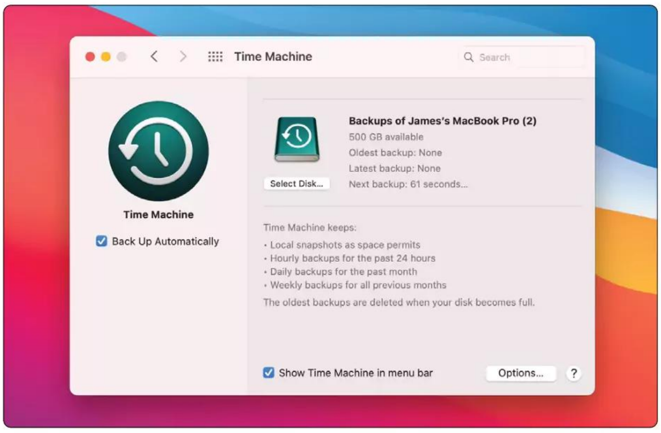

Do you want to erase "Untitled" so it can be used for Time Machine?

Erasing will destroy all information on "Untitled" and can't be undone.

The disk must be erased because it has an incompatible file system.

Time Machine
Erase
Select A Different Volume
Show Time Machine in menu bar
Options...

3 If you choose to reformat your disk, all data currently on the drive is wiped. You might get a pop-up asking if you would like to use the connected drive with Time Machine. Click Decide Later so the Time Machine settings can be configured to your requirements first.


Backups of James's MacBook Pro (2)
500 GB available
Oldest backup: None
Latest backup: None
Next backup: 61 seconds...

☑ Back Up Automatically

Time Machine keeps:
- Local snapshots as space permits
- Hourly backups for the past 24 hours
- Daily backups for the past month
- Weekly backups for all previous months

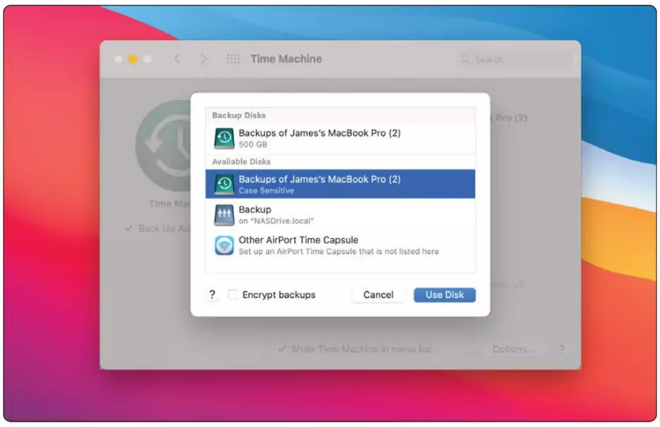
The oldest backups are deleted when your disk becomes full.

☑ Show Time Machine in menu bar

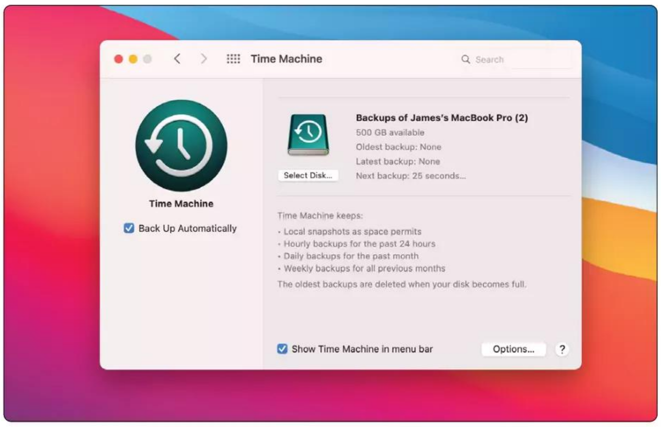
Time Machine
Search
Select Disk...
Time Machine
Options...
?

4 Once your external drive is connected correctly, you can always access Time Machine by opening System Preferences from Launchpad or the Applications folder on your Mac. Check the Show Time Machine in Menu Bar box and you can also access it from the menu bar.

Backing Up to Time Machine


Time Machine
Search
Backup Disks
Backups of James's MacBook Pro (2)
500 GB
Available Disks
Backups of James's MacBook Pro (2)
Case Sensitive
Backup
on "NASDrive.local"
Other AirPort Time Capsule
Set up an AirPort Time Capsule that is not listed here
?
Encrypt backups
Cancel
Use Disk

1 There's an option to encrypt backups. To activate it, click the Select Disk button, then choose your Time Machine disk in the Available Disks section. Check the Encrypt backups option, then click Use Disk. You're invited to add a password and a hint in case you forget it. Do so and no one can access your backups without this password.


Time Machine
Search
Time Machine
Select Disk…
Options…
?

☑ Back Up Automatically

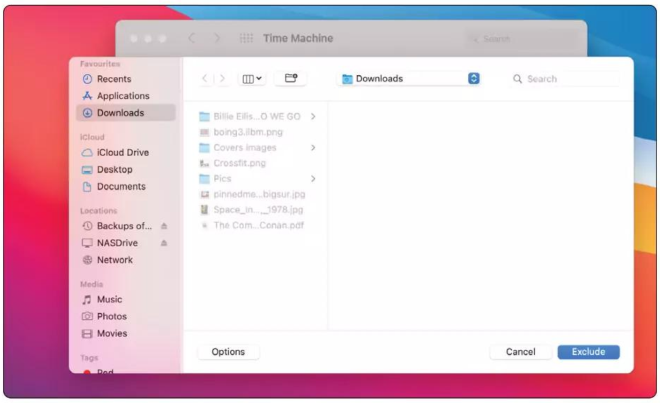
Backups of James's MacBook Pro (2)
500 GB available
Oldest backup: None
Latest backup: None
Next backup: 25 seconds…

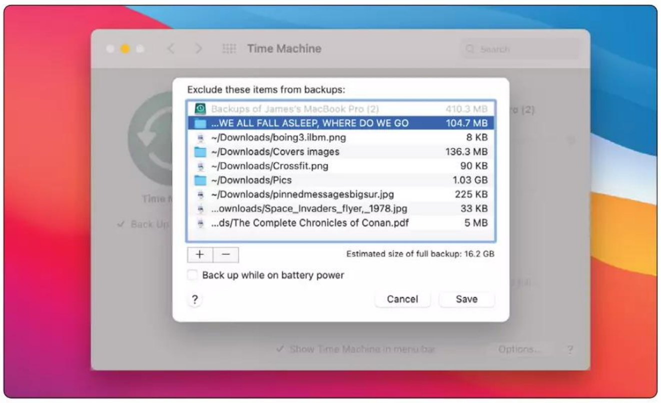
Time Machine keeps:
- Local snapshots as space permits
- Hourly backups for the past 24 hours
- Daily backups for the past month
- Weekly backups for all previous months

The oldest backups are deleted when your disk becomes full.

☑ Show Time Machine in menu bar

2 You're now presented with a window that shows the status of your currently selected drive, the one that's to be used for your Time Machine backups. This window lets you know how much space is available, as well as the date of your oldest and latest backup and when the next backup will take place.


Time Machine
Favourites
Recents
Applications
Downloads
iCloud
iCloud Drive
Desktop
Documents
Locations
Backups of…
NASDrive
Network
Media
Music
Photos
Movies
Tags
Downloads
Search
Billie Eilis…O WE GO
boing3.ilbm.png
Covers images
Crossfit.png
Pics
pinnedme…bigsur.jpg
Space_in…_1978.jpg
The Com…Conan.pdf
Options
Cancel
Exclude


Time Machine
Search
+
−
?
Cancel
Save
Show Time Machine in menu bar
Options…

Exclude these items from backups:

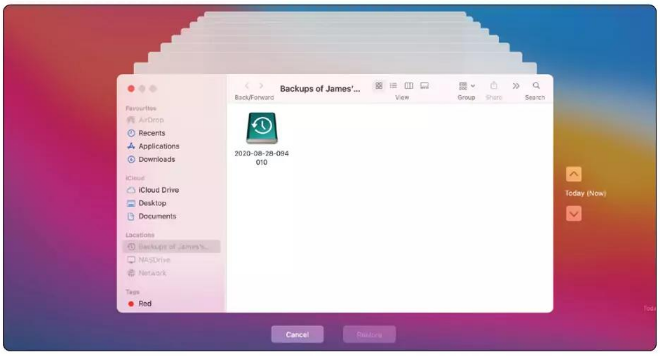
Backups of James's MacBook Pro (2)	410.3 MB
…WE ALL FALL ASLEEP, WHERE DO WE GO	104.7 MB
~/Downloads/boing3.ilbm.png	8 KB
~/Downloads/Covers images	136.3 MB
~/Downloads/Crossfit.png	90 KB
~/Downloads/Pics	1.03 GB
~/Downloads/pinnedmessagesbigsur.jpg	225 KB
…ownloads/Space_Invaders_flyer,_1978.jpg	33 KB
…ds/The Complete Chronicles of Conan.pdf	5 MB

Estimated size of full backup: 16.2 GB

☐ Back up while on battery power

3 By default, Time Machine is configured to back up all data on your Mac's hard drive. If you click the Options button, you can add locations on your Mac's hard drive not to be backed up. To exclude a new item, press the '+' icon to reveal the file browser. Browse to the file or folder you don't want included in your backups and click the Exclude button.

4 To remove an item from the list of excluded backup items, click the item once to highlight it and then click the '-' icon. You can either Cancel or Save your changes to return to the previous screen. The item you removed is dropped from the list and will once more be backed up with your Mac's next Time Machine backup.


Backups of James'…
Back/Forward
View
Group
Share
Search
Favourites
AirDrop
Recents
Applications
Downloads
iCloud
iCloud Drive
Desktop
Documents
Locations
Backups of James's…
NASDrive
Network
Tags
Red
2020-08-28-094010
Today (Now)
Cancel
Restore

5 To retrieve a file from Time Machine, Choose Enter Time Machine in the Time Machine menu and then navigate to the file you want. You can get hold of an older version of a current file or one you've deleted. When you've found it, highlight it and press Restore.

6 It's important that you keep your Time Machine backups separate to your data files. Never, for example, partition a hard drive and keep data on one partition and Time Machine backups on the other. If you do, both your data and your backups are lost if the hard drive fails.

The Keyboard Customised Shortcuts

While Apple's classic pointer-driven interface is great for pretty much everything, you can make using your Mac even more quick and efficient by memorising a few simple keyboard shortcuts. The macOS has dozens of pre-configured keyboard shortcuts. Here are some of the most useful and most used shortcuts on your Mac.

Finder Shortcuts

These shortcuts are available when you're using Mojave's Finder features, like windows and folders.

Command + [	Go to the previous folder
Command +]	Go to the next folder
Command + ↑	Navigate up one level
Command + ↓	Navigate down one level
Option + Double click	Open the selected folder in a new window and close the current window
Command + Double click	Open selected folder in a new tab
Command + Tab	Cycle forward through your opened applications
Command + Shift + Tab	Cycle backward through your opened applications
Space	Launch Quick Look
Command + A	Select all items in Finder
Command + Option + A	Deselect any selected items
Command + N	Open new Finder window
Command + Shift + K	Open Network window
Command + I	Get info on an item
Command + J	Show view options
Command + Option + Esc	Force quit an application
Command + Delete	Move the selected item to Trash

Common Application Shortcuts

Not every application supports every one of these shortcuts, but where they do, they come in very useful.

Command + `	Cycle through open App windows
Command + H	Hide the current window
Command + Option + H	Hide all open windows
Command + M	Minimise the current window
Command + Option + M	Minimise all windows
Command + W	Close the selected window
Command + Option + W	Close all windows
Function + F3	Launch/Quit Mission Control

File and Folder Shortcuts

You can cut, copy, paste, duplicate, open files and folders directly from the keyboard, using these handy shortcuts.

Command + Shift + Delete	Empty Trash
Command + drag file/folder	Move the selected item to another location
Option + drag file/folder	Copy item to another location
Command + L	Make alias of selected items
Command + D	Duplicate the selected item
Command + C	Copy the selected item
Command + X	Cut the selected item
Command + V	Paste copied/cut item
Command + Z	Undo action
Command + Shift + N	Create new folder
Command + Option + N	Create new Smart folder
Command + O	Open the selected item
Shift + Command + /	Show the Help menu
Command + ,	Open App Preferencer

Desktop Shortcuts

With these shortcuts, you can access Mission Control, your application windows and hide/show the Dock.

Function + F10	See all Application windows
Function + F11 -	Show the Desktop
Option + Command + D	Toggle Dock On/Off
Control + ←	Move to space on left

Mission Control Shortcuts

When you're in Mission Control, these shortcuts help you navigate your way around your desktop and apps.

Control + →	Move to space on right
Control + #	Switch to a specific numbered (#) desktop

Screenshots

There are plenty of reasons why you might want to take a screenshot on your Mac. This is how you do it.

Snap selected area	Cmd-Shift-4 and drag over an area while dragging, hold the space bar to move the selected area, hold Shift to change size in one direction only or Option to start selecting from the centre
Snap a window	Cmd-Shift-4, press space bar and click on the window
Snap entire screen	Cmd-Shift-3
New screenshots options	CMD-Shift-5

Display and Accessibility Shortcuts

These shortcuts control your display, and also features associated with Apple's Accessibility options.

F1	Decrease screen brightness
F2	Increase screen brightness
Command + F5	VoiceOver on/off
Option + Command + F5	Display Accessibility controls
Command + Option + 8	Zoom On/Off
Command + Option + +	Zoom in
Command + Option + -	Zoom out

Document Shortcuts

These shortcuts come in very handy when you're creating or editing a document, and they work in most apps.

Command + I	Italicise the selected text, or turn italics on or off
Command + U	Underline the selected text, or turn underlining on or off
Command + T	Show or hide the Fonts pane
Command + D	When saving a document, this selects the Desktop folder
Command + Control + D	Highlight a word and this shortcut shows its definition
Command + Shift + :	Display the Spelling and Grammar pane
Command + ;	Spellcheck the document
Option + Delete	Delete the word to the left of the cursor
Control + H	Delete the character to the left of the insertion point. Or use Shift + Delete
Control + D	Delete the character to the right of the cursor
Fn + Delete	Forward delete on keyboards without a Forward Delete key
Control + K	Delete the text between the cursor and the end of the line or paragraph
Fn + Up Arrow	Scroll up one page
Fn + Down Arrow	Scroll down one page
Fn + Left Arrow	Move to the beginning of a document
Fn + Right Arrow	Move to the end of a document
Command + Up Arrow	Move the cursor to the beginning of the document
Command + Down Arrow	Move the cursor to the end of the document
Command + Left Arrow	Move the cursor to the beginning of the current line
Command + Right Arrow	Move the cursor to the end of the current line

Boot, Sleep and Shutdown Shortcuts.

These are not strictly speaking keyboard shortcuts, but are used when starting or shutting down your Mac to access various options.

Power Button (⏻)

Press once	Put Mac to sleep
Press again	Wake Mac up
Hold	Force Mac shutdown
Command + Control + ⏻	Force Mac to restart

While Starting

Option (hold)	Display bootable volumes
Shift (hold)	Start in Safe Mode
Left Shift (hold)	Bypass automatic login
C (hold)	Boot from other media
T (hold)	Start in FireWire target disk mode
N (hold)	Start from NetBoot server
X (hold)	Force Mac startup
Command + R (hold)	Start in Recovery Mode
⏏ (hold)	Eject discs

Shutting Down

Control + ⏏	Show restart/sleep/shutdown
Command + Option + Control + ⏏	Quit all of your opened applications
Shift + Control + ⏏	Put displays to sleep
Command + Shift + Q	Log out
Command + Shift + Option + Q	Log out (immediately)

Maintenance and Troubleshooting

Despite all the best efforts of the engineers and developers who created your Mac, things can and do go wrong. However, there's no need to panic. With the following simple steps you can solve most of the common problems that arise.

Why did you opt to purchase a Mac? There may well be many reasons but often chief among them is quality. Macs are the most robust and cleverly designed computers ever manufactured. Their complexity doesn't stop at their aesthetic design but also includes the millions of lines of code that come together to bring you the stable and powerful operating system that is Big Sur.

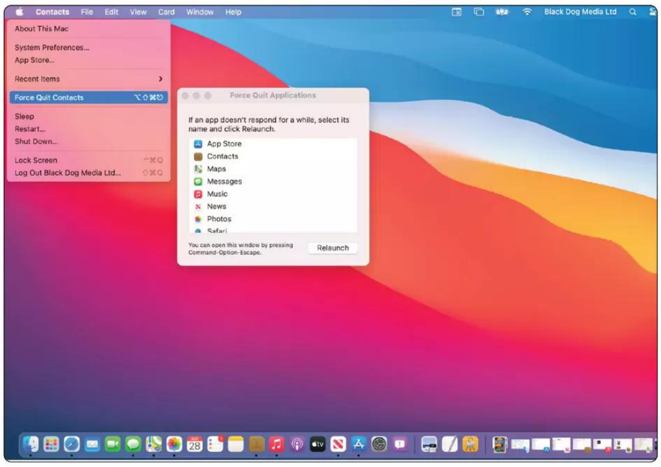
However, no computer is one hundred percent perfect. No matter how well designed, computers contain parts that will undoubtedly break and code that can become confused and freeze mid-way through your work. It's a pain but when you consider the early days of computing, where knocking the desk may have sent the 80s computer into a confused frenzy of ones and zeros, the modern Mac is akin to science fiction.

Thankfully, Apple have the Genius Bar, where you can get help and support for almost all of the problems that are likely to crop up with its products. But before you put a support call through or visit the shop with your Mac under your arm, there are a number of quick fix solutions that may help you out.

Let's take a look at some of the things that can go wrong and what we can do about them.

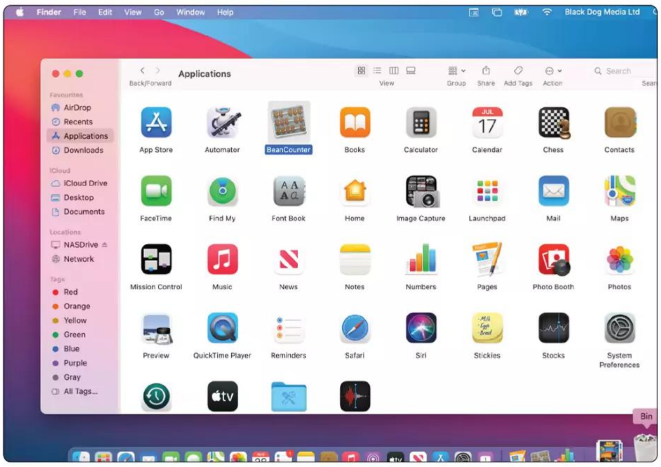
Finder
File
Edit
View
Go
Window
Help
About This Mac
System Preferences...
App Store...
Recent Items
Force Quit Finder
Sleep
Restart...
Shut Down...
Lock Screen
Log Out Black Dog Media Ltd...
MacBook Pro

Clearing a Frozen Screen


Contacts
File
Edit
View
Card
Window
Help
About This Mac
System Preferences...
App Store...
Recent Items
Force Quit Contacts
Sleep
Restart...
Shut Down...
Lock Screen
Log Out Black Dog Media Ltd...
Force Quit Applications
App Store
Contacts
Maps
Messages
Music
News
Photos
Relaunch

If an app doesn't respond for a while, select its name and click Relaunch.

You can open this window by pressing Command-Option-Escape.


Finder
File
Edit
View
Go
Window
Help
Applications
Favourites
AirDrop
Recents
Applications
Downloads
iCloud
iCloud Drive
Desktop
Documents
Locations
NASDrive
Network
Tags
Red
Orange
Yellow
Green
Blue
Purple
Gray
All Tags...
App Store
Automator
BeanCounter
Books
Calculator
Calendar
Chess
Contacts
FaceTime
Find My
Font Book
Home
Image Capture
Launchpad
Mail
Maps
Mission Control
Music
News
Notes
Numbers
Pages
Photo Booth
Photos
Preview
QuickTime Player
Reminders
Safari
Siri
Stickies
Stocks
System Preferences
Bin

1 Press CMD+OPT+Esc or choose Apple menu > Force Quit from the menu bar. The Force Quit window appears. If the app is identified as 'not responding', select it and click Force Quit. The app quits. If you still have problems, try restarting your Mac. Under the Apple menu, choose Restart. Your open windows reopen if you check the box in the pop-up.

2 If the problem occurs only when you use a particular application, try updating it. Open the App Store and check for updates or use the option in the app's menu on the top bar, found next to the Apple menu. If you still have problems with that app, try reinstalling it. Drag it into the trash, empty the trash then reinstall the app.

If Your Mac Won't Start

If your Mac fails to start or it won't finish booting up, try these simple fixes to get you back up and running once more.

1 Make sure the power cable or adapter is plugged into your Mac and a mains power outlet and make sure your mains electricity is working. This sounds silly but you'd be surprised how many people call computer service centres during a power cut.

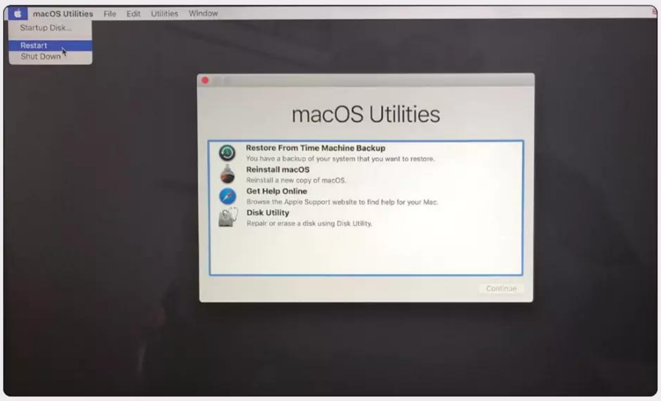
2 For notebooks, check whether the battery needs to be charged. Plug it into the mains. If the light on the power adapter glows amber, it's charging. Let it charge up for about 30 minutes and then try starting it up again. You should only use the charger that came with your Mac.

3 Again for notebooks, if the charger fails to start charging or simply stops charging, and you don't see the indicator light on the power adapter turn on when you plug in the power cord, try unplugging and replugging the power cord to reseat the USB-C or MagSafe plug.

4 If the problem persists and you can find no way of fixing it, book a Genius Bar appointment at your local Apple Store. Here Apple's team of experts can talk you through the problem and if they can't solve it, they can advise as to whether a repair is needed.

Using the Recovery Drive.

If you're having trouble booting up your Mac, help is at hand. Recent versions of OS X and macOS have their own Recovery Drive.



macOS Utilities

Restore From Time Machine Backup
You have a backup of your system that you want to restore.

Reinstall macOS
Reinstall a new copy of macOS.

Get Help Online
Browse the Apple Support website to find help for your Mac.

Disk Utility
Repair or erase a disk using Disk Utility.

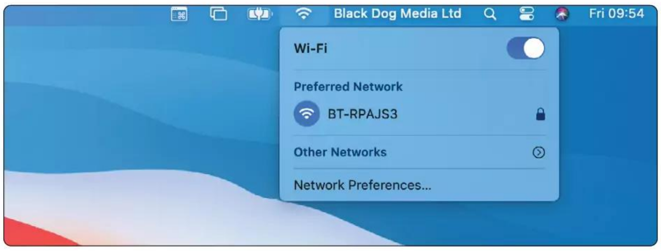
If your Mac begins to start up but won't finish, stopping perhaps on the grey screen or giving you a folder with a question mark on it, try rebooting from the Recovery Drive. Press the power button to turn off the Mac, then turn it on again whilst holding CMD-R.

Let go when you see the Apple logo. Your Mac boots using its Recovery Partition, which has limited functionality. You can use Disk Utility, or research a problem in Safari if you wish. Use the Apple menu to restart your Mac in the usual way.

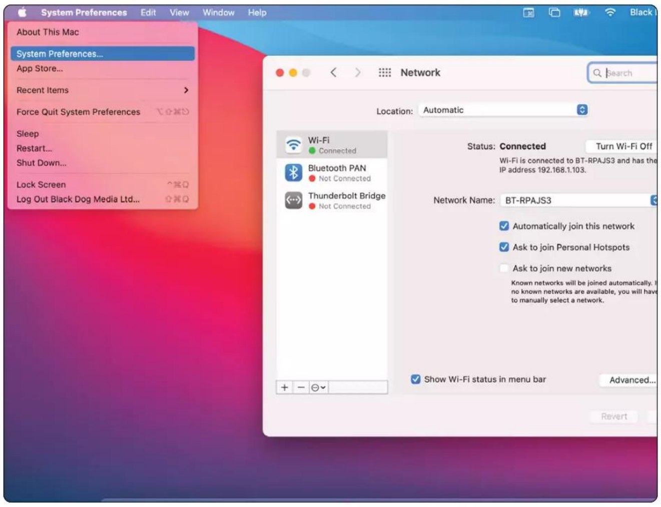
Problems with Wi-Fi

Wi-Fi is usually exceptionally reliable but sometimes problems do occur. If you're having connectivity issues, here's how to troubleshoot it.

1 First make sure the router you're trying to connect to is switched on and has a wireless access point. Usually there are indicator lights on the front that tell you this, so check in the manual. If there seems to be a problem, restart your router by switching it off and on again.


Black Dog Media Ltd
Fri 09:54
Wi-Fi
Preferred Network
BT-RPAJS3
Other Networks
Network Preferences...

2 Check the Wi-Fi status icon in the menu bar. It can have up to four bars indicating signal strength. If signal strength is low, try moving closer to the router. Remember, the signal can be blocked by thick walls or other obstructions, so moving around in the room might help.


System Preferences
Edit
View
Window
Help
About This Mac
System Preferences...
App Store...
Recent Items
Force Quit System Preferences
Sleep
Restart...
Shut Down...
Lock Screen
Log Out Black Dog Media Ltd...
Network
Search
Wi-Fi
Connected
Bluetooth PAN
Not Connected
Thunderbolt Bridge
Not Connected
Turn Wi-Fi Off
Advanced...
Revert

Location: Automatic

Status: **Connected**

Wi-Fi is connected to BT-RPAJS3 and has the IP address 192.168.1.103.

Network Name: BT-RPAJS3

☑ Automatically join this network

☑ Ask to join Personal Hotspots

☐ Ask to join new networks

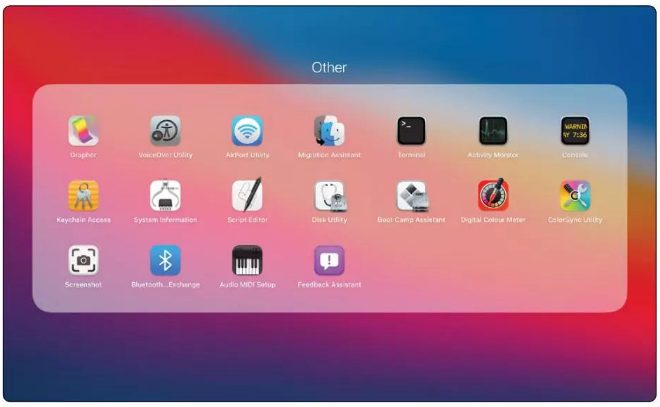
Known networks will be joined automatically. I no known networks are available, you will have to manually select a network.

☑ Show Wi-Fi status in menu bar

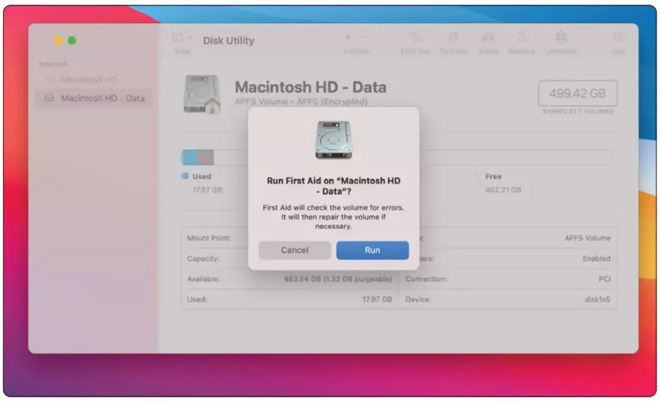
3 If you're still having problems, go to the Apple menu and open System Preferences. Click on Network and select your Wi-Fi connection. Then press the Assist Me button at the foot of the screen, to diagnose and hopefully solve your connection issues.

Use Disk Utility

The Mac's Disk Utility application can do much to diagnose and even repair problems with drives. Here's how to use it.


Other
Grapher
VoiceOver Utility
AirPort Utility
Migration Assistant
Terminal
Activity Monitor
Console
Keychain Access
System Information
Script Editor
Disk Utility
Boot Camp Assistant
Digital Colour Meter
ColorSync Utility
Screenshot
Bluetooth...Exchange
Audio MIDI Setup
Feedback Assistant

1 You can find your Disk Utility app from the Launchpad in the Other group. It's the icon with the hard drive and stethoscope – usually in the middle of the group of app icons. Alternatively, you can open it from Finder > Applications > Utilities.

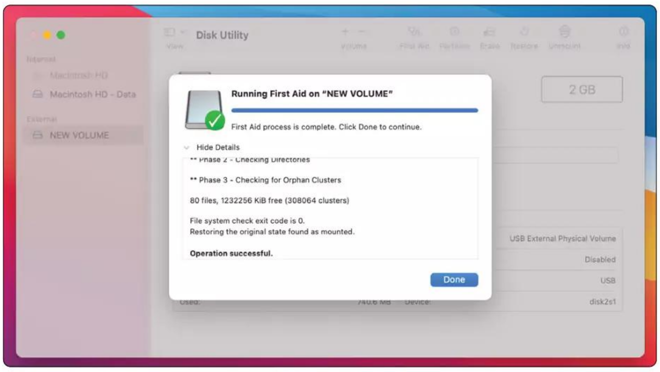

Disk Utility
Macintosh HD - Data
APFS Volume • APFS (Encrypted)
499.42 GB
SHARED BY 7 VOLUMES
Used
17.97 GB
Free
462.21 GB
Cancel
Run

Run First Aid on "Macintosh HD - Data"?

First Aid will check the volume for errors. It will then repair the volume if necessary.

Mount Point:			APFS Volume
Capacity:		ers:	Enabled
Available:	463.54 GB (1.32 GB purgeable)	Connection:	PCI
Used:	17.97 GB	Device:	disk1s5

2 Click on the drive you wish to check and then press the First Aid button. Disk Utility's First Aid feature then checks your disk for errors and if necessary, repairs and corrects them. This process might take some time if you haven't run First Aid recently.

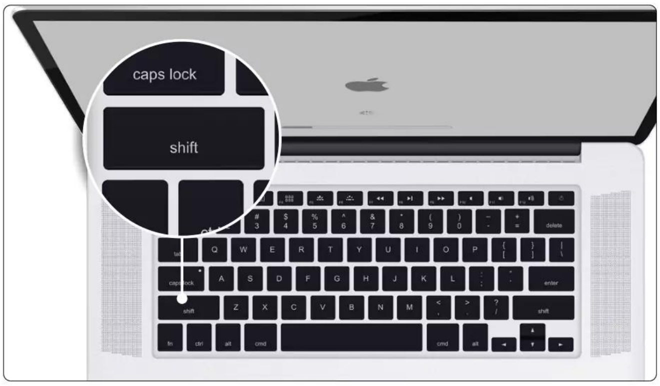

Disk Utility
Macintosh HD
Macintosh HD - Data
NEW VOLUME
2 GB
Hide Details
Done
USB External Physical Volume
Disabled
USB
disk2s1

Running First Aid on "NEW VOLUME"

First Aid process is complete. Click Done to continue.

```
** Phase 2 - Checking Directories

** Phase 3 - Checking for Orphan Clusters

80 files, 1232256 KiB free (308064 clusters)

File system check exit code is 0.
Restoring the original state found as mounted.

Operation successful.
```

3 When you're done, click the triangle next to Show Details to see what was repaired. Please note that you can also run First Aid from the Recovery HD. This might be necessary if you're having difficulties booting your Mac.

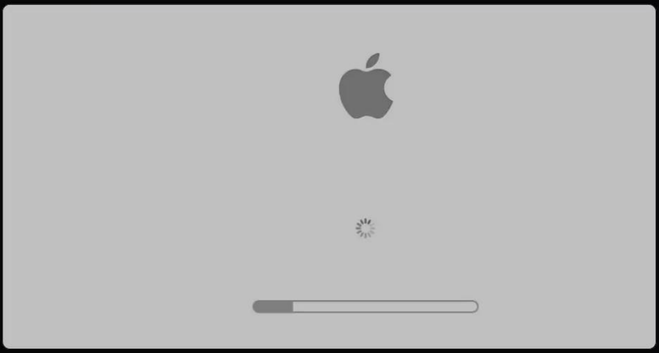


Boot into Safe Mode: Booting into Safe Mode, sometimes called a 'safe boot', runs an automatic startup check and can repair problems. Restart your Mac whilst holding the Shift key. Enter your password and the Mac checks your disks (it might take a while). When it's done, reboot your Mac.

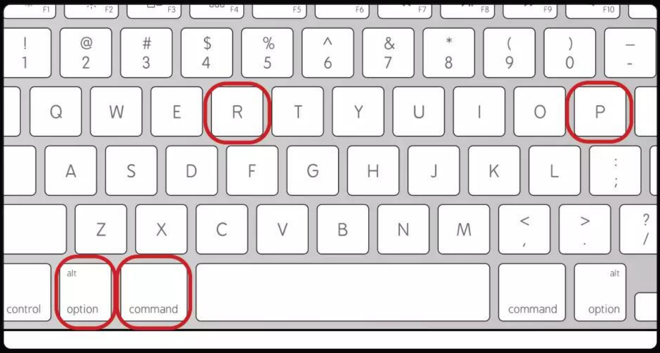
Ejecting an Optical Disk: If you have an older MacBook that still has a CD/DVD drive and a disc gets stuck, shut down your MacBook. Boot it up again with the mouse button or trackpad button held down. This forces the optical drive to eject a stuck disc during the startup sequence.

Reset NVRAM.

Resetting the NVRAM, also called PRAM, can solve a range of problems if your Mac is misbehaving. Just follow these steps.



NVRAM stores information such as speaker volume, screen resolution, startup disk solution and more. If you're having problems with any of these things, try resetting your NVRAM. First of all, you must shut down your Mac in the usual way.



Turn on your Mac and as soon as you hear the startup chime, press and hold the CMD+OPT+P+R keys. The computer restarts once more and you hear a second startup chime. At this point, release the keys and let your computer restart as normal.

Reset the SMC.

Your Mac's SMC (System Management Controller) deals with hardware issues. Here's how to reset it if things are going wrong.

If your Mac is displaying minor hardware issues such as fans running at high speed or expansion ports not working, try resetting the SMC. For a desktop computer, turn it off and unplug it from the mains. Wait 15 seconds, then plug it in and power it up again.

For a notebook Mac, unplug its charger and power it off. Plug the charger back in again, then press and hold Shift+Control+Option on the left side of the notebook's keyboard and also the power button. Release all the buttons and then press power again to start up your MacBook.

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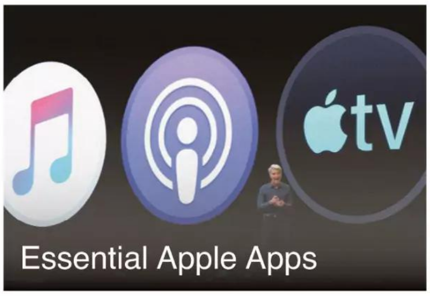

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